Our Approach to Reasonable Adjustments

Introduction

The College of Legal Practice welcomes students with disabilities and offers flexible support services which can be tailored to the needs of the student. The College operates an Individual Study Adjustment (ISA) process for students who have additional needs requiring reasonable adjustments. This is the document that the College use to record information about a student’s disability and the type of support and adjustments needed for their studies. This document is initially completed by the student (or with the support of a member of the Student Services Team, however the student feels most comfortable), to outline their disability in their own words and the reasonable adjustments that they would like to request. This will then be reviewed by a representative from the Student Services Team during an informal meeting with the student, to ensure that both parties are happy with the content.

The College has a number of core expectations about the delivery of its programmes of study. These are equally applicable to all students, but it is expected they will address a considerable proportion of reasonable adjustments that a student with additional needs may require. These core expectations include:

* All materials will be available on Canvas at least 48 hours in advance of the taught session
* Reading lists will be published in advance
* Students may use any type of electronic device to type up notes
* Tutors understand that students may need to take breaks during taught sessions without the need to ask for permission
* Students may miss online classes for disability related reasons

Where these expectations do not fully respond to a student’s needs, the College is able to offer a range of reasonable adjustments. This means that for a reason related to a student’s disability they will be allowed to do something differently to other students. Examples of reasonable adjustments include:

* Provision of extra time in timed assessments.
* Access to handouts and presentations further in advance of taught sessions.
* Permission to record taught sessions to assist with notetaking.
* Receiving course materials in alternative formats.
* Use of a scribe (someone who will read/write to dictation).

The above list is simply indicative and is not exhaustive.

How to apply

Where students have additional needs, we strongly recommend that this is identified as part of their application process (ideally along with a medical certificate, where appropriate) to allow the College to be proactive in responding to specific disabilities and support needs.

Upon enrolment, students who have identified a need for support during the application process will be contacted to complete an Individual Study Adjustment (ISA) form. Students can choose to complete this themselves and send it to [studentsupport@collegalpractice.com](mailto:studentsupport@collegalpractice.com), or they can request to complete it with the support of a member of the Student Services Team. After the form has been submitted, a member of the Student Services Team will be in touch to discuss the contents of the form. Once both parties are happy with the contents of the form, the Student Services Team will look to implement any appropriate reasonable adjustments and will communicate the arrangements with the student.

If a student wishes to apply for reasonable adjustments at a later stage of their studies, they should email [studentsupport@collegalpractice.com](mailto:studentsupport@collegalpractice.com) to begin the process. We kindly ask that students allow at least 4 weeks’ notice of when the adjustments will be required so we can ensure we can put the necessary support and adjustments in place.

Any information provided will be kept strictly confidential, will not be used as part of the admissions decision-making process and will only be used to support a student with their studies. Any information disclosed by a student will generally only be shared with other staff once we have explicit consent from the student concerned and only to the extent that this is necessary to put support in place and make the reasonable adjustments that are required. A student may request that only the required adjustments, and not the nature of the disability, need be communicated to others.

Once an ISA is set up, it will follow the student through for the duration of their programme of study, unless a student wishes it to be altered or closed. It is a ‘live document’ as such it can be amended as required during a student’s registration period. A template ISA is found in Appendix A.

Appendix A: Individual Study Adjustment (ISA) template

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| --- | --- |
| **Section A: Student Details** | |
| Student Name |  |
| Student ID Number |  |
| Contact email address |  |
| Contact telephone number |  |
| Programme of Study |  |
| Entry point (month / year) |  |

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| --- |
| **Section B: Outline of disability / condition**  *To be completed by the student. If you would like to request assistance in completing this form, please contact the Student Services team at* [*studentsupport@collegalpractice.com*](mailto:studentsupport@collegalpractice.com) |
| *Please outline your disability or condition here. You may choose not to include details of your disability if you so choose.* |
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| **Section C: Reasonable adjustments to be put in place**  *To be completed by the student. If you would like to request assistance in completing this form, please contact the Student Services team at* [*studentsupport@collegalpractice.com*](mailto:studentsupport@collegalpractice.com) |
| *This section should cover interventions that you would like to request that the College puts in place to support you. These could relate to support for formal learning, sitting or submission of assessments, communication, or other matters relating to your programme of study or registration at the College. If you have a recent assessment from a medical professional outlining reasonable adjustments that would be useful for you, please attach a copy of this to your ISA.* |
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| *The College to complete:* |

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| **Section D: Date of submission and signature** |
| Date of Submission: |
| Signed (Student): |

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| **Section E: Date of agreement and signature** |
| Date of Agreement: |
| Signed (The College of Legal Practice):  Signed (Student): |

Unless otherwise stated, this document can be shared with other members of staff directly involved in the teaching and support of the student. It contains special category data and so should be treated in accordance with GDPR and the Data Protection Act 2018.