Policy and Procedure
No: HCIT-CS-PSCD-4.0
Topic: Policy for Students/ Clients with Disabilities
Category: Client Services
Issue Date: September 2021
Version: 4.0

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1. Purpose:

This policy exists for the following purposes:

- To protect students/clients with disabilities against unfair discrimination and entitles them to affirmative action measures.
- To protect the rights of disabled students/clients.
- To provide access to the curriculum, extra-curricular and other services.
- To ensure equal value and encourage all children.
- To foster positive attitude towards disability within our college community.

2. Policy

HCIT will cater to individuals with special needs within the scope/span of control of the college.

3. Scope

All applicants with a disability for the degree, diploma, or certificate programmes/assessment services offered by the HEART College of Innovation and Technology.

4. Responsibilities

Registrar/ Institution Manager:

For the overall operation of this policy, ensuring the following:

- The rights of students/ clients with disabilities are protected
- Equal value of all students/ clients
- Positive attitude towards disability within the College community
- To provide access to extra- curricular activities and other student/ client services

- To ensure that training and assessment services are provided to students/clients with a disability within the scope/ span of control of the college

Registrar: For ensuring that the program information is always current and accessible to the relevant parties.

Institution Manager: For ensuring that the program information is available to the registry department. For ensuring that the curriculum is accessible by students/ clients with special needs.

Instructor: For ensuring that students/ clients with a disability are registered on the E-Learning portal are given equal rights in the classroom and provided with equal opportunities.

5. ADMISSION TO THE COLLEGE

- The standard matriculation requirements will apply to all prospective students/ clients
- The College must feel reasonably sure that throughout the student's/clients time at the HCIT it will be able to educate and develop the prospective student/ client to the best of her potential and in line with the general standards achieved by the student's/ client's peers.
- The College policy is to apply these criteria to all students/ clients and potential students/ clients, regardless of any disability of which it is made aware by parents. The College has a legal obligation to make reasonable adjustments not to put any disabled student/ client or potential student/ client at a substantial disadvantage compared with other students/ clients who are not disadvantaged because of disability.
- The HEART College of Innovation and Technology requires parents to inform the college in respect of the disability of a prospective student/ client in the health details section of the college's application form.
- In assessing any student/ client or prospective student/ client the college may take such advice and require such assessments e.g.: Psych. Report and recommendations as its regards as appropriate.

6. PHYSICAL ACCESS

- Due to restrictions resulting from ownership of the building the management may not be able to alter after physical features of the building in which it occupies. HCIT is however committed to making "reasonable adjustments" to the premises (within its scope of control) and / or curriculum.
- In the event that prospective students/ clients or visitors with physical disabilities are unable to get physical access to physical access to the premises of the HCIT, the following measures will be in place to allow the students/ clients to access information and the programmes:
    - Information:
        - Brochures and application forms will be available at the Receptionist desk for anyone interested in getting information about the programmes.
        - A guest book will be provided for persons requiring additional information. They will be asked to leave their contact information. The Registrar will make arrangements for this information to be collected.
        - Contact will be made to the persons requiring information within a maximum 48-hour period, except in cases of weekends and public holidays.
    - Access to Programmes/ Assessment:
        - Cases involving prospective students/ clients with disabilities will be reviewed on a case by case basis with the following possible options:
            - Online access
            - Full-time/ Part-time access with special arrangements for access to the facilities
- Parents/ prospective students/ clients/ visitors should be aware that access to the college facilities may require the use of a minimum of one flight of stairs. The College will make every reasonable effort to ensure that pupils with disabilities have access to all curriculum areas.

7. EDUCATION

- Staff will continue to be made aware of students /clients with Disability or Special Learning Needs
- Staff will continue to be made aware of strategies to make "reasonable adjustments" within the classroom so as not to place disabled students/ clients at a substantial disadvantage in accessing the curriculum.
- Staff will need to adapt their teaching to the learning patterns of all the students/ clients according to their abilities and needs.
- The implementation of reasonable adjustments to classroom management, teaching and expectations, should not prejudice the progress of other students/ clients, nor their health and safety.
- The College, as an Independent College, is not required under legislation to provide auxiliary support such as a classroom assistant, or auxiliary aids e.g.: laptops or hearing loops. The plan will be agreed for each student/ client in consultation with parents, the student/ client and an appropriate specialist.