

## Reasonable Adjustment and Special Consideration Policy

In the context of its aim to value all staff and learners, treat them equally and fairly, and as part of its aim to achieve a more diverse workforce, Projcon welcomes applications from people with disabilities, values the contribution of existing staff and learners with disabilities, and will treat staff fairly should they become disabled.

### 1. Purpose

The overall purpose of this policy is to develop and maintain a working environment, and to offer terms and conditions of service, which will enable suitably qualified persons with a disability to seek and maintain employment and learners to study with Projcon wherever practicable. The policy aims to comply with the requirements of the Disability Discrimination Act 1995, the Equality Act, 2010 and the wider expectations of the need for reasonable adjustment and special consideration for people with disability.

### 2. Scope

#### Learners

##### Learner Admissions

- a) The criteria for admission to particular courses of study will be made explicit to all applicants. Projcon will ensure that such criteria do not create unnecessary barriers to disabled applicants.
- b) Projcon will make available information regarding both the support facilities available to assist learners with disabilities and physical access to and within Projcon building. Course descriptions will carry a statement which conveys the willingness of the course providers to seek all possible, reasonable adjustments for candidates who are disabled, to the applications, interview and admissions process, and to the course of study applied for.
- c) No applicant will be refused a place at Projcon on the grounds of disability before an opportunity has been provided for full consideration of the specific support or facilities required, in consultation with Projcon's Disability Officer (or nominated person).
- d) Projcon may, very exceptionally, reject an application on the grounds of disability "where all reasonable adjustments to the content, structure or delivery of the chosen course of study would nevertheless prevent the applicant from fulfilling a major part of the intended course's agreed and stated requirements", or "where Projcon is unable to provide suitable staff or facilities to enable a particular disabled learner to meet a major part of the course's agreed and stated requirements", or "where admission of a disabled learner requires arrangements which would constitute a serious safety hazard which cannot be reasonably overcome."
- e) If a disabled learner is rejected on grounds other than academic, a record of the decision and the reasons for it will be kept. Projcon will give feedback to the applicant.
- f) Projcon will promote awareness and understanding of the ways in which curricular and other provision may be accessible or inaccessible to disabled people, and accessibility will be regarded as a core value in the design and delivery of courses and programmes of study, and in other provisions made for learners.
- g) Potential applicants or learners may discuss the course curriculum in

advance, and the teaching and learning activities entailed. This is with a view to ensuring, as far as possible, that any necessary adjustments are identified or sought.

- h) Projcon will provide appropriate mechanisms for the sensitive and lawful recording of information about disabled learners, and the communication of their needs to staff whose action is required in order that these needs may be met. The operation of such systems will ensure that disabled learners are well informed of their right to request confidentiality about the nature and extent of their disability, of the purposes to which the information will be put and of the intended audience for such communications.
- i) Appropriate modes of examination and assessment will be determined after discussion between the learners and the member of staff designated by Projcon.
- j) Any request for special consideration in relation to examination and assessment procedures must be supported by medical or other evidence.

B : Staff

- a) Projcon will make information available regarding the support facilities available to assist disabled applicants. Job descriptions will include a statement which conveys the willingness of Projcon to make all possible, reasonable adjustments required by applicants to assist them in their applications and interview process.
- b) Projcon will consider any reasonable adjustment to either the work environment or work process of disabled members of staff or applicants in accordance with the duties of the Disability Discrimination Act, 1995.
- c) Any such reasonable adjustments will be made following consultation with the individual concerned, relevant staff in Projcon.
- d) Where the proposed adjustments are deemed by Projcon not to be reasonable, such a decision must first be confirmed by the Head of Administration.
- e) Projcon's career development structures and processes will take account of any reasonable adjustments a disabled member of staff needs to perform the requirements of their post, and will take account of these in setting and measuring the objectives and outcomes for that individual.
- f) All reasonable adjustments will be made to assist disabled members of staff in participating in training and development activities.

C : Learners and Staff

- a) Projcon will take all reasonable steps, within available resources to enable participation by disabled learners and staff in all aspects of College life on equal terms with other learners and staff of Projcon, thereby complying fully with the duties of the Disability Discrimination Act and other relevant legislation.
- b) A programme of improvement to the environments for learning, working, social interaction and living will continue to be implemented to support, as far as is reasonably practicable and within available resources, the full and effective involvement of disabled people, and full compliance with the duties of the Disability Discrimination Act. To support that programme Projcon will encourage academic and administrative department to review regularly the accessibility of their provision for disabled learners and staff, to produce ideas and plans for improving access, support and services for learners and staff with disabilities both in the short term and in the long term.
- c) Projcon will take all reasonable steps to ensure safe access and working, learning and living conditions within Projcon for all disabled learners and staff.

### 3. Disability Awareness

- a) Projcon will provide advice, information and training to increase awareness among staff and learners of this policy and to give confidence and practical skills to those who will be working at different levels with disabled learners and staff.
- b) Projcon recognises that there will be resource implications in the implementation of this policy.
- c) The protection and implementation of this policy is the responsibility of Projcon and everyone in it. All staff and learners have a personal responsibility to adhere to and apply this policy.
- d) The policy will be monitored in relation to learners, by the welfare officer (or nominated officer) and, in relation to staff, by the Head of Administration

### 4. Complaints Procedure

Projcon will endeavour to provide an environment which is supportive and fair. Where problems relating to the operation of this policy do occur, learners and staff are encouraged to advise an appropriate member of staff as soon as possible. Where a complaint is not dealt with to the satisfaction of the complainant at an informal level any formal complaint or grievance should, in the case of a learner be pursued through the Learner Complaints Procedure (copies of which are available) and a copy of the complaint sent to the Welfare Officer with responsibility for disabled students and, in the case of a member of staff, should be pursued through the appropriate grievance procedure (copies of which are available from college office). Projcon is committed to do all within its power to resolve swiftly complaints brought by disabled learners, potential learners and staff.

### 5. Further Information

For further information about this policy please contact Head of Administration. The Policy will be reviewed annually.