



Inclusive Practice Policy

Introduction

WINC welcomes applications from those with specific access requirements. Our aim is to develop a proactive approach to ensure that services are accessible for all, that we respect individual choice and that we create an inclusive environment which recognises the diversity of individuals within a flexible and supportive educational framework.

Definitions

For the purposes of this document the term 'specific access requirements' is interpreted broadly and covers specific access requirements of any applicant, student or graduate, especially in relation to a disability. It therefore applies to those who:

- have a disability or learning difficulty
- have special examination requirements

Admission to our programmes is granted strictly on the basis of eligibility and we seek to ensure that our policies do not disadvantage any applicant or student. Programme assessment is primarily through assignments and some examinations, so it is therefore particularly important that we are fully informed of any special examination requirements and establish how we can meet those needs.

For the purposes of this document, disability is defined as any physical or mental impairment which has a substantial adverse effect on the person's ability to carry out normal day-to-day activities and is likely to last more than 12 months.

Disability by this definition includes physical or mobility impairments, visual impairments, hearing impairments, learning difficulties (e.g. dyslexia, dyspraxia or dyscalculia), ADHD, mental health difficulties, autistic spectrum conditions, medical conditions and 'unseen disabilities' (e.g. asthma, epilepsy, heart conditions, diabetes, cancer, HIV/AIDS and multiple sclerosis).

Purpose

The purpose of this policy is to ensure WINC remains committed to providing access and enabling students with specific access requirements as defined above to achieve a qualification. The policy aims to comply with current legislative requirements.

Scope

We are committed to providing the appropriate support to enable any student, who meets the academic criteria to cope with the requirements of the course, to have an equal chance of success. To achieve this WINC:

- recognises that everyone is an individual, and will work with students to identify barriers to studying and make reasonable adjustments to remove them;
- is committed to ensuring wherever possible that no student is disadvantaged in their

programme of study by disability or other specific access requirements;

- is committed to developing a culture of inclusion in which people feel comfortable to disclose a disability and to discuss any reasonable adjustments;
- is committed to the development and improvement, as appropriate and possible, of services and procedures;
- is committed to the development of knowledge and understanding of staff to meet the needs of students with a disability and other identified specific access requirements.

This policy therefore relates to four distinct areas: disclosure; admissions and registration; the study experience; and examination arrangements.

Disclosure

WINC will make reasonable enquiries to find out whether you have a disability. However, if we have made reasonable attempts to find out but you have chosen not to disclose your disability, the institution cannot be responsible for any failure to make specific individual adjustments.

Any information provided about a disability or other specific access requirements is likely to be classified as sensitive personal data for the purposes of the Data Protection Act.

WINC will treat such information as confidential and will make it available only to those who need to know. Such information is used only to ensure the necessary support and any required adjustments.

Any medical reports provided are strictly confidential and only specific access requirements are communicated.

No information about disability will be disclosed to any third parties without the explicit consent of the student.

Admissions

Any applicant to WINC should be confident that their application is considered on the same academic grounds as those from other candidates. Discussions relating to any special requirements are quite separate from the academic selection processes.

Applicants are encouraged to declare their disability or any other specific access requirements on the application form to ensure we can assist the student to make the most of their studies.

A student may declare a disability and/or any specific access requirements at any time during their studies and if disclosed after enrolment we will endeavour to provide reasonable support from the date of disclosure.

However, late disclosure may limit the extent of any assistance and adjustment we are able to make.

The Study Experience

Any applicant or student who would like to receive materials in other than the standard printed form is advised to contact the Course Manager. Applicants are strongly encouraged to request the materials in alternative formats at the application stage. WINC strives to support individual students with disabilities in order to meet their particular needs.

WINC is not responsible in any way for the management of external institutions which offer support for additional needs.. Students should contact the institution directly in order to find out if their specific needs can be met.

Special Examination Arrangements

WINC will attempt to ensure that a student with specific access requirements is not disadvantaged in assessments/examinations compared with other students. Applicants and students with a requirement for special arrangements are advised to contact the Course Manager to discuss them.

Examples of the ways in which we may be able to assist students include:

- question papers in alternative formats;
- large print question papers;
- special seating;
- extra time;
- use of an amanuensis;
- use of a word processor
- breaks during the examination;
- permission to take food into the examination hall

The requirements of some examination processes mean that examinations can take place only in examination centres.

It should be noted that adjustments in examination arrangements are not intended to compromise the qualification itself. WINC will not modify the particular academic standard which it applies to determine whether or not students have a particular level of competence or ability.

WINC aims to provide an equal opportunity to all students. This policy describes what a student with specific access requirements should consider during their student life cycle; although we recognise that everyone is an individual it is not possible to cover individual cases in this document.

This policy will be updated when necessary to reflect any changes to the legislation or any practices/policies.

Last updated – January 2014