

Students with Special Needs

Policy

Table of Contents

1. Purpose
2. Scope
3. Policy Statement
4. Related Policy
5. Policy Owner and Delegated Authority
6. Approved By
7. Approval Date
8. Definitions

Issue Date:	Issue History:
August 2014	Policy approved (V1.0)
October 2016	Reviewed and updated – Added related forms (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed

Policy Title	Students with Special Needs Policy
Purpose	<p>The purpose of this procedure is to identify the general methodology to be used when identifying special needs and to make reasonable adjustment.</p> <p>To meet the National Code 2007 Standard 6 and SNR 16.1 and 16.3</p>
Scope	<p>This policy applies to students with special needs at Cambridge International College (WA) and staff involved in teaching and facilitating.</p>
Policy Statement	<p>CIC is committed to ensuring that students with Special Needs will benefit from the following:</p> <ul style="list-style-type: none"> - Equal access to quality education - That all students are treated ethically and humanely - That all students are treated with care and compassion - Fairness amongst all students - That students receive support and assistance in a timely manner - A supportive learning environment to improve learning outcomes - A supportive environment to promote positive attitudes towards students with special needs - Provision of appropriate educational programs which may involve, but not limited to, adjusting learning resources, curriculum, teaching and learning strategies and the environment to address the needs of individual students <p>Students with special needs are classified as having:</p> <ul style="list-style-type: none"> - Intellectual disabilities - Physical disabilities - Learning difficulties - Visual difficulties - Behavioural disorders <p>CIC will ensure that in developing, adapting or delivering training, lecturing and/or assessment products and services it will cover:</p> <ul style="list-style-type: none"> o Methods used to identify special needs, and methods for designing training and assessment, are documented. o The requirements of the Training Package or accredited course are met. o Customisation meets the requirements specified in the relevant Training Package. o Students must self-disclose their requirements at the time of enrolment; otherwise it may not be possible to provide reasonable adjustment for all assessment.
Related Policy	<p>Students with Special Needs Procedure Student Support Policy Complaints and Appeals Policy and Procedure</p>

Policy Owner and Delegated	Welfare Department/Officer Director of Studies Campus Manager
Related Forms:	Application for special consider Complaints form Appeals form
Approved by:	CEO
Approved Date:	August 2014
Definition (if any)	
<p>Reasonable Adjustment</p> <p>Adjustments are considered 'reasonable' if they do not impose an unjustifiable hardship on a training provider or employer. When assessing people with special needs, assessors are encouraged to apply good practice assessment methods with sensitivity and flexibility.</p> <p>Special Needs</p> <p>The term Special Needs is a short form of Special Education Needs and is a way to refer to students with disabilities. The term Special Needs in the education setting comes into play whenever a student's education program is officially altered from what would normally be provided to students through an Individual Education Plan, which is sometimes referred to as an Individual Program plan.</p>	

