

# LEARNING SUPPORT

CODE: P025

Section: Academic/ Learning Coaches/ Student  
Policy Owner: BOG  
Procedure Owner: Student Services Department

## POLICY

The policy of the Board of Governors is to support students with special needs and/or learning challenges and/ or specific difficulties during their application stage and learning.

## PROCEDURES

### **Students with special needs and/or learning challenges and/ or specific difficulties.**

- Students with special needs and/or learning challenges and/ or specific difficulties must present a psychological report at application stage, if applicable.
- The Psychological report must include recommendations and access arrangements.
- The Psychological report must be dated within three years prior to application.
- Learning support priority will be given to students who need it most and who are enrolled in foundation and certificate programmes.
- Support will be given to the whole group with particular emphasis on students who need the most support.
- The **Learning Support Committee** may summon prospective students with special needs and/or learning challenges and/ or specific difficulties together with parents/ guardians prior to acceptance by the admissions board.

### **Learning Coaches**

ITS has a dedicated team of Learning Coaches who support student with special needs and/ or learning difficulties and/or specific difficulties throughout their learning experience. The Learning Coaches;

- collaborate with lecturers and curriculum staff to develop access arrangements for students with special needs and/or learning challenges and/ or specific difficulties.
- Provide complimentary sessions, to help students study for tests / exams and for second explanations.
- In collaboration with the lecturers, draw simplified worksheets for students with additional needs, to be used during complimentary sessions and for home revision purposes.
- Prepare necessary adaptations to be used during lectures / practical sessions to facilitate the learning process of the students.

## LEARNING SUPPORT COMMITTEE

### **The Learning Support Committee is set up to;**

- Advise Board of Studies regarding the methods by which accessibility to lectures, practical sessions and exam sessions can be achieved for each individual with a disability.

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- Assess prospective students with disabilities and report to admissions board on the aptitude of a particular student in following a particular programme of study. Students may be redirected towards a different programme of study.

### **The composition of the Learning Support Committee;**

Chair;

Manager Student Services

Members;

Lead learning coach

Student Support Officer

CRPD Representative

Coordinator/ Lecturer

The Learning Support Committee may seek the expertise and input of other professionals, the students themselves, parents/guardians of the student, learning coaches, and/or Lecturers.

### **The main responsibilities of the Learning Support Committee are to;**

- Identify the right support for each individual with special needs and/or learning challenges and/ or specific difficulties throughout their learning experience.
- Advise on access arrangements and/or physical access arrangements for students with special needs and/or learning challenges and/ or specific difficulties.
- Determine the level of support required by each student with special needs and/or learning challenges and/ or specific difficulties.
- Identify access arrangements and/ or suitable number of hours to be worked during work-placement, cognate to their abilities.
- Advise on and suggest Alternative Learning Programmes for students who may not benefit from a learning experience point of view by following the mainstream programmes and all their components.
- Recommend to lecturers directly involved with lecturing the students on the necessary adaptations to theoretical and practical sessions to facilitate the learning process for students with special needs and/or learning challenges and/ or specific difficulties.
- Ensure that upon beginning of admissions process, MAPS sessions are set up and a way forward is agreed to by all parties.
- Recommend to the admissions board issues related to the admissions process of students with special needs, if necessary. The recommendations may include any of the provisos above and may also include a recommendation for non-admission.