

Reasonable Accommodation Policy and Procedure

Dublin 8 Community Education Centre supports the fair and consistent principle of assessment. To facilitate this D8CEC supports reasonable accommodation applications to allow learners with disabilities or specific learning needs to demonstrate their skills learnt and achieve their accreditation by applying reasonable accommodation in line with national standards for the award.

This policy will allow learners who can demonstrate clearly, they have met the learning outcomes set out by the Quality and Qualification Ireland (QQI). Reasonable accommodation aims to remove barriers to learners while maintaining the same standards required by all other learners.

This policy applies to learners with specific learning needs or disabilities which require reasonable accommodation, to allow them to meet the requirements set out in the learning outcome.

This policy does not apply to those who are temporarily ill or injured.

Reasonable Accommodation Assessment Procedure

The Dublin 8 Community Education Centre is committed to fair and consistent principles of assessment. Reasonable accommodation allows learners with specific learning requirements and disabilities complete assessments in alternative ways while maintaining the standards set by the QQI.

Action

- When a learner comes to D8CEC to register for a course, the Centre Manager or assistant Manager will have a face-to-face conversation with the perspective learner. Through this conversation it is established what courses they would like to attend and what level they think they need to attend.
- To establish what level the learner should be at they are asked if they have completed a QQI course or have any other qualifications.
- In the case of a learner wanting to attend a QQI Level 4 course, the learner is required to complete a formal entry assessment or produce their QQI certificate in level 3 or 4.
 1. Mathematics
 2. Computers
 3. ESOL

- Every learner who wishes to attend a course in D8CEC must fill in an application form. During the application process when filling in the application form there is a section
 (5.1 Long – Lasting Conditions)
 Do you have any of the following long-lasting conditions or difficulties (tick one box or more)
 Blindness or serious vision impairment
 A difficulty with basic physical activity
 A difficulty with learning, remembering or concentrating
 A difficulty with pain breathing or any other chronic illness
 Deafness or serious hearing
 Intellectual disability
 A psychological or emotional condition
 None of the above
- Should the learner have any of the above and wish to apply for reasonable accommodation regarding their course, The learner or someone on their behalf, should complete a D8CEC Reasonable Accommodation Form (Appendix T1) and also provide relevant medical documentation.
- The form and relevant documentation should be submitted to the Centre Manager or Assistant Manager.

Decision

- A decision will be made with 2 weeks of receiving the form. The Learner will be informed of the decision made by the Centre Manager either by phone call/email or in person. If successful, the Centre Manager will inform the tutor of any adaptations to be made.

Requirements

Specific needs identified below will be eligible for consideration for reasonable accommodation.

- Autistic Spectrum Disorder
- Attention Deficit Disorder
- Attention Deficit Hyperactivity Disorder
- Blind/vision impaired
- Deaf /hard of hearing
- Developmental Co-ordination Disorder (Dyspraxia/Dysgraphia)
- Mental Health Condition (e.g. bipolar disorder, schizophrenia, clinical depression, severe anxiety, severe phobias, OCD, severe eating disorders and psychosis)

- Neurological condition
- Significant ongoing illness (e.g. diabetes type 1, cystic fibrosis, gastroenterology condition etc.)
- Physical/mobility difficulty
- Specific Learning Difficulties (dyslexia or dyscalculia)

Advice and Support

The D8CEC Centre Manager will inform the Tutor of the successful application for reasonable accommodation. The Tutor and Centre Manager will discuss the accommodations to be put in place for the learner. The Tutor will be able to support the learner with these adjustments and answer any questions the learner may have.

Accommodations available to learners are.

- Extra time
- Scribe
- Reader
- Computer for typing answers
- Use of assistive technology/ adaptive equipment, i.e., braille keyboard, voice to text
- Spelling waiver
- Rest break
- Use of sign language
- Supporting evidence accepted
- Educational assessment report
- Report from relevant consultant

Monitoring and Review

This Policy and Procedure will be reviewed every three years by the Assistant Manager (QA Officer) Recommendations will be reviewed by the D8CEC AQAC.

This policy has been developed in line with the Statutory Quality Assurance Guidelines developed by QQI for use by all Providers, Core, April 2016/QG1-V2 © QQI