

THE CENTRE FOR PROFESSIONAL PRACTICE'S POLICY STATEMENT

The Centre for Professional Practice is committed in its support of all students, including those with a disability. The term disability encompasses: physical disabilities, sensory impairments, specific learning difficulties, special psychological needs and medical conditions. We provide prospective and current students who have a disability with clear and comprehensive information which sets out the support that is available to them.

CPP requests students familiarise themselves with this information and take up the support opportunities on offer, where applicable, so as to enable them to make the most of their time at University and to achieve their full potential.. We welcome questions from students about the support we provide and encourage them to give us feedback on this service.

The support the University provides follows the 'student journey', from enquiry and application through to enrolment, on-programme support (reasonable adjustments in respect of learning and teaching and assessment), through to completion of studies and graduation. CPP is central to the provision of this support and we will work together with disabled students and central support services to ensure that they are supported appropriately throughout their time at University.

CPP'S PROCEDURES AND PRACTICES IN SUPPORT OF STUDENTS WITH A DISABILITY

Open Days and Visit Days

If you are planning a visit, please contact the University's Student Support and Wellbeing Service(SSW) either by telephone (01227 823158) or by email (accessibility@kent.ac.uk). They will work closely with the CPP to ensure that any specific needs are met and that your visit is an inclusive and enjoyable one. You can also contact the Centre Support Coordinator if you have any queries or concerns or if you would like to arrange a visit at an alternative time.
email: cppstudentsupport@kent.ac.uk

Reasonable Adjustments

Students with disabilities are expected to register with either:

Student Support <http://www.kent.ac.uk/studentsupport/>

or

Student Wellbeing <http://www.kent.ac.uk/studentwellbeing/>

SSW will discuss your needs with you and issue an Inclusive Learning Plan (ILP) in accordance with SSW procedures. The ILP details the reasonable adjustments that the CPP and other University Services should make to help assist a student's learning. Students can view their ILP on their Student Data System (SDS) account.

Agreement and Implementation of ILPs

When CPP is notified by SSW that an ILP has been issued, the student will be invited by email, to a meeting with the CPP's Centre Support Coordinator who will be able to explain how the reasonable adjustments will be implemented within CPP and will discuss any other support needs that the student might have.

Students are reassured that their reasonable adjustments will be implemented subtly and without fear that this will be brought to the attention of other students (in keeping with the student's expressed wishes) or in a way that otherwise might cause them embarrassment.

ALL teaching staff are given hard copies of ILPs by CPP's Centre Support Coordinator and these are also available through the Student Data System (SDS). All teaching staff have access to this system and are able to use this to familiarise themselves with the ILPs pertaining to the students they teach and to provide information and support in line with the agreed ILP.

Where possible all distributed course materials (handouts etc.) will be provided electronically for students with relevant ILPs to best facilitate those with dyslexia and visual impairment etc. making adjustments to font-size, colour contrast etc.

Moodle is used to record some of the lectures but if students need to audio-record lectures as part of their ILP provision this will be considered on an individual basis and permission will need to be sought from the other members of the class.

STAFF DEVELOPMENT

CPP is committed to ensuring that all staff are made fully aware of equality legislation, and their role and responsibilities in relation to the law and University policy and procedures. All academic staff and Associate Lecturers are able to contact the Centre Support Coordinator at any time for support and advice if necessary. This information is also provided to new staff at induction.

All of CPP's staff, teaching and administrative are expected to approach disability in a positive manner, be fully supportive of disabled students, and be mindful of disability needs and agreed reasonable adjustments. It is also considered important for the CPP's staff to be aware of the diverse nature of their students even if specific provisions or adjustments are not called for.

Staff are actively kept informed of training opportunities relating to disability and are encouraged to attend.

All academic staff in CPP are committed to giving ALL students an excellent student experience and are happy to discuss any specific request that would enhance an individual's experience.

RAISING CONCERNS and MAKING COMPLAINTS

CPP is committed to ensuring that every student has a very positive experience while studying at Kent. CPP welcomes comments and feedback from all students on any matter. If students have a general concern, they can raise this with their Centre Support Coordinator and raise it through the next Staff/Student Liaison Committee. For more personal matters, including those relating to disability, students are encouraged to discuss their concerns with the Centre's Centre Support Coordinator or their Disability Advisor in SSW. Most problems can be resolved informally through discussion.

If a student does not feel that their concern has been resolved to their satisfaction, they should refer to the University's Complaints Policy and Procedures which can be downloaded from the following link:

<http://www.kent.ac.uk/regulations/general.html> - under policies and procedures, Section 3.