

## Student Support and Wellbeing (Student Services)

### Inclusive Learning Plan - Guidance for students

Register with Student Support & Wellbeing (SSW).

Provide medical evidence/ specific learning difficulties report to Student Support and Wellbeing.



You will be invited to meet your Specialist Adviser in SSW, who will write an **Inclusive Learning Plan (ILP)** based on the information that you provide and the medical evidence/report.

Once the ILP has been created on the Student Data System (SDS), you will be notified of this by email.



Your Academic School (Student Support Officer/Disability Contact) will advise you of how the support will be put into practice. In some Schools, you may be invited to meet with them to discuss the ILP, in which case you are strongly encouraged to attend. If you have any queries about how your support will be delivered at any point, it is essential that you contact the relevant staff through the School Office **as soon as possible**.



If you and the Student Support Officer/Disability Contact agree any changes to the ILP, the School will inform SSW. The ILP will be updated on SDS **within 10 days**, once the changes have been agreed, and you will be informed of this by email.

Finally, your ILP is not set in stone. Changes can be requested by:

- you – e.g. if your circumstances change or you find that some of the support is not working well for you, it is important that you inform SSW as soon as possible. You will also be invited by SSW to review your ILP on an annual basis.
- your school – e.g. if the support/adjustments documented are not compatible with a particular module/activity, the School will contact SSW to inform them **within 10 days**. In this case, the School will advise of alternative possible adjustments. You will be advised by email if any changes are made to your ILP.

If agreement cannot be reached between SSW, the School and the student, the ILP will be reviewed by the Head of SSW and, if necessary, may be referred to an ILP Review Panel, chaired by an Associate Dean.

Any queries regarding your ILP should be directed to the relevant adviser in SSW or by emailing [inclusivelearningplans@kent.ac.uk](mailto:inclusivelearningplans@kent.ac.uk)