Reasonable Adjustments Application Form

Introduction

You should complete this Reasonable Adjustments Application Form if your disability(ies) mean that you require adjustments to the way you are taught or adjustments for assessments, whilst studying at the College.

We will send you this application form if you have:

1. Declared within your application form that you have a disability that you require reasonable adjustments for;
2. Declared within your application form that you require additional learning support;
3. Have disclosed to the College, post-enrolment, that you require adjustments for study or additional support.

The form is available for download and completion, at any point after enrolment, from the [Student Handbook](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.collegalpractice.com%2Ffor-students%2Fcurrent-students%2Fstudent-handbook&data=05%7C01%7Csmhughes%40collegalpractice.com%7Cc5fb8d1000654f9e07c308dbf0ae3c64%7C8c7d56f722b94004ad26667f392f6830%7C0%7C0%7C638368403358677711%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=b1RHz%2Bhetk2%2F%2F7ndSPEJY8ck%2BeH%2Bnq5HWw7vq%2Bzh7Cs%3D&reserved=0).

Please take some time to carefully complete this Reasonable Adjustments Application Form, detailing how you feel that we can support you. If you require support in completing the form, please contact Student Services who will be able to help you or complete the form on your behalf.

You may find it helpful to read the Reasonable Adjustments section of the [Student Handbook](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.collegalpractice.com%2Ffor-students%2Fcurrent-students%2Fstudent-handbook&data=05%7C01%7Csmhughes%40collegalpractice.com%7Cc5fb8d1000654f9e07c308dbf0ae3c64%7C8c7d56f722b94004ad26667f392f6830%7C0%7C0%7C638368403358677711%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=b1RHz%2Bhetk2%2F%2F7ndSPEJY8ck%2BeH%2Bnq5HWw7vq%2Bzh7Cs%3D&reserved=0).

Our approach to teaching and learning

The College has a number of core expectations about the delivery of teaching. These are equally applicable to all students, but it is expected they will address a considerable proportion of reasonable adjustments that a student with additional needs may require (anticipatory adjustments). Please note that the following are provided as standard, so there is no need to specifically request these as adjustments:

* Resources are made available online in advance of teaching taking place.
* SLK manuals are provided in hard copy and digitally.
* GDL manuals are provided in hard copy and digitally.
* SLS Skills Guide is provided in hard copy and digitally.
* All live group sessions are recorded and available on Canvas after they have taken place.
* Students may miss live teaching group sessions for disability-related reasons.
* Students may require breaks during taught sessions without the need to ask for permission.
* Zoom audio transcripts are available for all recorded sessions.
* Closed captions are enabled for all group sessions.
* Each student is allocated a Personal Supervisor for 121 support.

Where these anticipatory adjustments do not fully respond to a student’s needs, the College is able to offer a range of reasonable adjustments. This means that where a disability is a barrier to engaging with a course, we can adjust how the course is delivered. Examples of reasonable adjustments include:

* Provision of extra time in timed assessments.
* Extensions to deadlines for coursework submissions.
* Receiving course materials in alternative formats (for example, a particular colour or with a larger font).
* Scheduling 121 meetings at certain times of the day.

The above list is simply indicative and is not exhaustive.

Please be advised that at the College, we do **not** have an in-house specialist study skills support team or scribes available, and we cannot provide financial support for this.

If you are enrolled on the LLM In Legal Practice, you may be eligible to receive [Disabled Students Allowance](https://www.gov.uk/disabled-students-allowance-dsa) which can be used to cover these costs.

Our approach to reasonable adjustments is to seek to remove barriers to a student’s engagement with their course. We have a requirement as a higher education provider to secure and maintain threshold academic standards, and as such we will not be able to put in place adjustments which risk lowering these standards or give an unfair advantage to a student. For example, we could not approve an adjustment request to reduce the pass mark for a module as this would confer an unfair advantage, but we could approve an extension to a coursework deadline as this ensures that standards are maintained, while removing a barrier for a student.

How to apply for reasonable adjustments

Where students have additional needs, we strongly recommend that this is identified as part of their application process to allow the College to be proactive in responding to specific disabilities and support needs. If a student identifies that they require adjustments for study within their application form, the Student Services Team will be in touch with next steps. However, we appreciate that some students may not wish to (or be able to) declare this in their application and as such, would encourage students to apply for reasonable adjustments at any stage they feel it necessary.

After the form has been submitted, a member of the Student Services Team will be in touch to discuss the contents of the form. We may not be able to put in place all the requested adjustments, but will make reasonable adjustments appropriate to the College’s size and provision. Once both parties have agreed the proposed adjustments, the Student Services Team will work with the Academic Team to ensure appropriate adjustments are implemented in Canvas.

We will keep records of discussions around reasonable adjustments for the purposes of monitoring the effectiveness of our procedures, and maintaining audit trails.

If a student wishes to apply for reasonable adjustments at a later stage of their studies, they should contact Student Services through the [Service Portal](https://www.collegalpractice.com/portals) to begin the process. We kindly ask that students allow at least 4 weeks’ notice of when the adjustments will be required so we can ensure we can put the necessary support and adjustments in place. We cannot guarantee the implementation of adjustments without 4 weeks' notice, although we always endeavour to support students as quickly as we can.

Any information provided will be kept strictly confidential, will not be used as part of the admissions decision-making process and will only be used to support a student with their studies. Any information disclosed by a student will generally only be shared with other staff once we have explicit consent from the student concerned and only to the extent that this is necessary to put support in place and make the reasonable adjustments that are required. A student may request that only the required adjustments, and not the nature of the disability, need be communicated to others.

Once adjustments are set up, it will follow the student through for the duration of their programme of study, unless a student wishes it to be altered or closed. It is a ‘live document’ as such it can be amended as required during a student’s registration period. A template RA form is found in Appendix A.

Reasonable Adjustments Application Form

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| **Section A: Student Details (STUDENT TO COMPLETE)**  |
| **Date of Application** |  |
| **Student Name** |  |
| **COLP ID**  |  |
| **What are you currently studying? Please select one.** | [ ] GDL [ ] SLK[ ] SLS [ ] Transactional Modules / Capstone *N.B. If you are enrolled on the* ***LLM****, please select the module you're studying* ***currently****.*  |
| **Module Start Date (MM/YY)** |  |

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| **Section B: Outline of disability or reasons for adjustment request (STUDENT TO COMPLETE)** |
| **Please outline:****- The nature of your disability, diagnosis or the reasons for your reasonable adjustments request****- The effect it has on your ability to study**  |
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| **Section C: Reasonable Adjustments requested (STUDENT TO COMPLETE)** |
| **Please refer to Page 1 of this form to read about what the College offers, as standard, as part of teaching delivery to be as inclusive as possible. You do not need to request adjustments for these things.**Supporting evidence must be provided by an appropriate person (for example, your specialist consultant or GP, an occupational health therapist, a healthcare professional or an educational psychologist). As well as providing evidence of your disability or condition, they are best placed to provide proposals for adjustments which can help to remove or minimise any disadvantage you may suffer as a result of your disability or condition. **Please note that we do not have an in-house disability assessor at the College and we cannot contribute to the cost of screenings/ assessments to support with a diagnosis.** Please note that teaching and assessment styles vary between modules. To ensure that we provide the right level of support, we ask that you submit a new application for reasonable adjustments when you start a new module type. Typically, we would not ask you to re-submit evidence, but we might request additional evidence depending on the nature of your request.  |
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Your request for reasonable adjustment(s) will be reviewed by a member of our Student Services Team. In complex cases we may ask your permission for us to contact your specialist consultant or GP, or the person who has assessed your requirements for reasonable adjustments.

We will keep the information provided to us confidential and as required by the General Data Protection Regulations 2016 and the Data Protection Act 2018.

To complete your application, please read the below declarations carefully and return your signed form, with evidence, to Student Services.

[ ]  I confirm that all of the information contained in this Reasonable Adjustment Application Form is true and accurate.

[ ]  I confirm that I am submitting accompanying evidence with my Reasonable Adjustment Application Form.

[ ]  I consent to the information contained within this Reasonable Adjustment Application Form being considered by relevant members of the Student Services Team and the Academic Team.

[ ]  I understand that if I am intending to sit the SQE assessments, I must apply directly for reasonable adjustments for those assessments with the Solicitors Regulation Authority.

SIGNED: ……………………………………………..

DATE: ………………………………………………....

**Unless otherwise stated, this document can be shared with other members of staff directly involved in the teaching and support of the student. It contains special category data and so should be treated in accordance with GDPR and the Data Protection Act 2018.**