



LAWGRACIA GLOBAL COLLEGE

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REASONABLE ADJUSTMENT POLICY

Reasonable Adjustment Policy

Purpose

LawGracia Global College is committed to providing equal access to education and training for all students, including those with disabilities. This policy outlines the procedures for making reasonable adjustments to ensure that students with disabilities have equal access to our programs and services.

Scope

This policy applies to all students, staff, and visitors of LawGracia Global College.

Principles

1. Equality: Provide equal access to education and training for all students, including those with disabilities.
2. Reasonableness: Make reasonable adjustments to ensure that students with disabilities have equal access to our programs and services.
3. Consultation: Consult with students with disabilities to determine the most appropriate reasonable adjustments.

Types of Reasonable Adjustments

The following types of reasonable adjustments may be made:

1. Academic Adjustments: Adjustments to academic programs, such as modified assessment methods or extra time to complete assignments.
2. Physical Adjustments: Adjustments to physical facilities, such as wheelchair accessibility or adaptive technology.
3. Communication Adjustments: Adjustments to communication methods, such as sign language interpretation or Braille materials.

Requesting a Reasonable Adjustment

Students can request a reasonable adjustment by:

1. Contacting the Disability Support Officer: Students can contact the Disability Support Officer to discuss their needs and request a reasonable adjustment.
2. Completing a Reasonable Adjustment Request Form: Students can complete a Reasonable Adjustment Request Form, which will be reviewed by the Disability Support Officer.

Timelines for Reviewing the Request

The following timelines will apply when reviewing a request for a reasonable adjustment:

1. Initial Review: The Disability Support Officer will review the request within 5 working days of receipt.
2. Consultation and Assessment: The Disability Support Officer may consult with the student and conduct an assessment to determine the most appropriate reasonable adjustments.
3. Reasonable Adjustment Plan: A Reasonable Adjustment Plan will be developed and implemented within 10 working days of the initial review.

Reasonable Adjustment Procedures

The following procedures will be followed when implementing reasonable adjustments:

1. Identification of Needs: Identify the needs of students with disabilities through consultation and assessment.
2. Reasonable Adjustment Planning: Develop a reasonable adjustment plan in consultation with the student.
3. Implementation of Reasonable Adjustments: Implement the reasonable adjustments outlined in the plan.

4. Review and Revision: Review and revise the reasonable adjustment plan as necessary.

Responsibilities

The following staff members are responsible for implementing this policy:

1. Centre Manager: The Centre Manager is responsible for overseeing the implementation of this policy.
2. Disability Support Officer: The Disability Support Officer is responsible for coordinating and implementing reasonable adjustments.
3. Staff: Staff are responsible for providing support and accommodations for students with disabilities.
4. Students: Students are responsible for disclosing their disability and participating in the reasonable adjustment planning process.

Confidentiality

All information related to students' disabilities and reasonable adjustments will be kept confidential and in accordance with data protection regulations.

Review and Revision

This policy will be reviewed and revised as necessary.