

Disability Policy

1. Aims and objectives

The aim of this policy is:

To embed a culture of inclusion for students and staff with disabilities. iQualify UK complies with the Disability Discrimination Act's (1995 & 2005) definition of a disabled person as:

'Someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.'

The objectives of this policy are:

- To implement the commitment of iQualify UK in developing an inclusive environment, which facilitates disclosure of disability and gives all applicants and students the opportunity to demonstrate and realise their full potential;
- To provide for the commitment of the staff in their work to develop such an environment by providing disability awareness training for all staff;
- To provide fair and equal treatment of all students and staff;
- To comply with the legislative requirements under the Disability Discrimination Act (1995, 2005), Part III, as a provider of Goods, Facilities and Services, in particular the need to avoid discrimination and to provide reasonable adjustments for disabled students and staff;

2. Policy statement

At iQualify UK we will ensure:

- That the requirements of those students or staff who disclose a disability or learning difficulty are assessed on an individual basis;
- That all discussions and information regarding a disability or specific learning difficulty are treated in a confidential manner and abide by iQualify UK's confidentiality policy;
- In the case of non-standard adjustments for disabled students, the course tutors will be involved in any discussions regarding adjustments to ensure that academic rigour is maintained and that the necessary resources are available.

All staff and students at iQualify UK are expected to be responsible for implementing this policy.

3. Procedure

For disabled students:

A disabled student is encouraged to disclose their disability at an early stage, such as application or enrolment. Information on disability disclosure procedure is available on iQualify UK's website. The Principal will be notified when a student discloses and will make contact with the student, giving them the opportunity to make an appointment to discuss any support needs. A disabled student is usually required to provide written evidence of their disability if they are requesting any reasonable adjustments.

If adjustments are agreed, a Student Support Agreement will be completed. With the student's formal consent, this will be distributed to relevant staff only, in order to ensure that any necessary adjustments are put in place.

For disabled staff:

The Act places specific responsibilities on employers relating to the recruitment and appointment process. iQualify UK will ensure that a disability should not bar an individual from employment unless it would genuinely prevent them from doing the job and there is nothing iQualify UK can reasonably do to overcome difficulties resulting from any disability.

iQualify UK will consider making reasonable adjustments to working arrangements and premises to prevent or reduce any substantial disadvantage, thus enabling a disabled staff member to perform their job effectively. Disabled individuals are therefore encouraged to disclose any disability, either verbally or in writing to the Principal, in order for their needs to be assessed. The disabled staff member may be asked to provide supporting documentation regarding their disability from a doctor or specialist.

Special procedures for disabled users of a building used by iQualify UK:

It is the responsibility of the user with a disability to make the supervisor or manager aware of the issues with regard to emergency exit that may result from their disability. It is then the responsibility of the manager, head of department or lecturer running the class to facilitate the disabled individual in the emergency evacuation. It is to be noted by the student support team that here is a disabled user and that the user has a dedicated able individual available at all times to assist in the swift evacuation in the case of emergency exit.

4. Monitoring of the policy

The student support team will collate feedback received from disabled students and staff, in order to monitor the effectiveness of the policy, and will report findings to iQualify UK senior management team.

5. Review of the policy

The policy will be reviewed on an annual basis with iQualify UK senior management team, where any amendments or improvements will be discussed and recommendations made to the directors.

Equal Opportunities

iQualify UK will ensure that its Disability Policy operates within the spirit and letter of iQualify UK's Equal Opportunities Policy.