Phoenix Academy of Acupuncture and Herbal Medicine

Students with Disabilities Policy

Phoenix Academy is committed to providing an inclusive and supportive learning environment for all students. We recognise the importance of ensuring equal access to education for students with disabilities and are dedicated to making reasonable adjustments to accommodate their needs. This policy outlines our commitment to supporting students with disabilities in our part-time online study programmes.
Adjustments should be made where they enable disabled students to demonstrate the achievement of the learning outcomes required for the award of credit and/or qualifications. Adjustments will be made to meet the individual needs of the student, as determined appropriate and fair by the academic board.

1. Procedure

1. Students must declare any impairment upon application to the course, knowing that Phoenix Academy will make provision as outlined above.

2. The student makes a written application to request reasonable adjustment(s) in their learning and/or assessments. The application should:
    - Clearly explain the impairment, disability, or specific learning need and its impact within the context of training at Phoenix Academy.
    - Include supporting evidence from a relevant registered health or clinical professional, such as a GP, consultant, healthcare practitioner, care assessor, occupational therapist, educational psychologist, or diagnostic assessor, written within the previous three years of the course start date.

3. The student arranges a meeting with the Course Director to discuss the application. An initial assessment will be made at this meeting, but the student's case will be evaluated together with the Course Team and the final outcomes notified to them in writing.

4. The Course Director and/or the Course Team discuss and agree on the reasonable adjustments to be provided and write to the student.

5. The administrative team is informed and discusses the details of the provision with the student. Phoenix Academy will develop a Learning Support Plan (LSP) with the student as part of the implementation process.

2. Examples of reasonable adjustments which may be offered include:

- Extra time for examinations and summative in-class tests (e.g. multiple-choice questions, essays, practical report proformas).
- Rest breaks during examinations.

Supervisors in the clinical setting will be made aware of a student requiring adjustment(s) and will take this into account in providing the experience and supporting the student.

3. Students must:

- Inform Phoenix Academy if their condition changes and providing up-to-date evidence as required.
- Contact the administrative team one month prior to the event to ensure administrative arrangements can be made.
- Inform the administrative team if they decide not to use agreed adjustments in any or all of their examinations.

4. N.B:

- Any adjustments provided will need to be justified and in alignment with the need to demonstrate skills and competencies necessary to meet the learning outcomes of the course and of the profession.
- Each individual is unique, and each case is supported as appropriate for their individual needs, therefore students even with similar disabilities or Learning needs may have different LSPs.
- The entitlement of supportive measures will be reviewed at the start of each academic year to ensure that it remains appropriate and current.
- Phoenix Academy is committed to raising awareness and understanding of disability issues among staff and students. We provide training for staff on inclusive teaching practices. We also promote a culture of respect and inclusion within our learning community.

5. Data Protection

Students claiming entitlement must declare that they agree to relevant personal information being available for use as appropriate within Phoenix Academy. For example, Phoenix Academy may need to share relevant information with a number of colleagues to make support needs known and ensure reasonable adjustments can be put in place.
Students can decide not to disclose any information about their disability. If this is the case, then it is likely that reasonable adjustments may not be able to be put in place. This will be discussed with the student.

6. Contact Details

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