4.3 Reasonable Accommodations Policy

Version Control

Version	Date	Description	Author
1.0	January 2024	Initial Policy Development	C-TAC
2.0	November 2024	Updated to include TAQA system integration	C-TAC

4.3.1 Purpose
This policy ensures that learners with disabilities, specific learning needs, or other exceptional circumstances are provided with reasonable accommodations to support their participation and success in C-TAC courses, in line with PHECC standards and TAQA quality assurance principles.

4.3.2 Scope
This policy applies to all learners enrolled in C-TAC's full-time, part-time, and blended learning programmes.

4.3.3 Principles

- **Accessibility:** All learners have equal access to education, assessments, and support services.

- **Fairness:** Accommodations are provided to level the playing field without compromising learning outcomes.

- **Confidentiality:** Personal information is handled securely and confidentially.

- **Compliance:** Accommodations align with PHECC and legislative requirements, including the Equal Status Acts.

4.3.4 Process

1. **Request for Accommodations:**

   o Learners submit a written request for accommodations at the time of enrolment or as soon as the need arises.

   o Supporting documentation from a qualified professional is required to validate the request.

2. **Assessment of Needs:**

   o The Quality Assurance Team reviews the request, considering the nature of the course and assessment requirements.

   o Reasonable accommodations are determined on a case-by-case basis, ensuring they do not compromise the integrity of assessments.

3. **Implementation of Accommodations:**

   o Approved accommodations are documented in the learner's record and communicated to relevant faculty members.

   o Examples of accommodations include extended assessment time, alternative assessment formats, assistive technology, and physical accessibility adjustments.

4. **Ongoing Support and Review:**

   o Learners receive ongoing support from faculty and the Quality Assurance Team.

   o Accommodations are reviewed regularly to ensure they remain appropriate and effective.

5. **Appeals Process:**

   o Learners who are dissatisfied with the accommodations provided may appeal the decision through the **Learner Appeals Policy (4.1)**.

4.3.5 Responsibilities

- **Board of Directors:** Provides oversight to ensure compliance with legal and regulatory requirements.

- **Director of Training:** Ensures that accommodations are implemented consistently across all courses.

- **Quality Assurance Team:** Reviews accommodation requests, maintains documentation, and monitors effectiveness.

- **Faculty:** Implements approved accommodations and provides appropriate support.

- **Learners:** Request accommodations in a timely manner and provide the necessary documentation.

4.3.6 Monitoring and Review

- The reasonable accommodations process is reviewed annually to ensure compliance, fairness, and effectiveness.

- Internal audits verify that accommodations are provided as approved and that learners receive appropriate support.

- Stakeholder feedback is collected to identify areas for improvement.

4.3.7 Approval and Compliance Monitoring

- **Approved by:** Adrian Coffey, Director of Training

- **Date:** October 2024

- Compliance with this policy is monitored through regular audits, feedback, and external verification.