

Disability and Inclusion Policy

Policy Category	Academic – Student
Subject	Disability and Inclusion
Approving Authority	Academic Board
Responsible Officer	Director of Student Services
Responsible Office	Student Support and Wellbeing Office
Related Procedures	Disability Support Procedure, Reasonable Adjustments Procedure, Complaints and Appeals Procedure
Related Policies	Equality, Diversity and Inclusion (EDI) Policy, Student Welfare and Wellbeing Policy, Health and Safety Policy
Effective Date	24/02/2025
Next Review Date	24/05/2025

1. Introduction and Purpose

1.1 Purpose

- 1.1.1 iQualifyuk is committed to creating an inclusive and accessible learning environment where all students, regardless of disability or additional needs, have equal opportunities to succeed.
- 1.1.2 This policy ensures compliance with the Equality Act 2010, which protects individuals from discrimination based on disability and mandates the provision of reasonable adjustments in education.
- 1.1.3 It outlines the procedures, resources, and responsibilities for supporting students with disabilities, chronic illnesses, learning difficulties, and mental health conditions.
- 1.1.4 The policy also promotes a culture of respect, awareness, and proactive support for students requiring additional learning accommodations.

1.2 Scope

- 1.2.1 This policy applies to all students enrolled in iQualifyuk programmes, including undergraduate, postgraduate, and foundation-level students.
- 1.2.2 It also applies to applicants, ensuring they are given fair and equal opportunities during the admissions process.
- 1.2.3 The policy covers all forms of disabilities, including:

- **Physical disabilities** (e.g., mobility impairments, visual or hearing impairments)
- **Neurodivergent conditions** (e.g., dyslexia, dyspraxia, ADHD, autism spectrum conditions)
- **Mental health conditions** (e.g., anxiety, depression, PTSD)
- **Chronic illnesses** (e.g., epilepsy, diabetes, fibromyalgia)



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- **Hidden disabilities** (e.g., chronic pain conditions, sensory processing disorders)

2. Principles of Disability and Inclusion

2.1 Commitment to Accessibility

2.1.1 iQualifyuk is dedicated to removing barriers to education for students with disabilities by providing reasonable adjustments and accessible learning materials.

2.1.2 The institution will ensure that students with disabilities can fully participate in their studies, assessments, and extracurricular activities.

2.2 Non-Discrimination and Equal Opportunity

2.2.1 iQualifyuk strictly prohibits discrimination, harassment, or victimisation of students based on disability.

2.2.2 All students will have equal access to learning opportunities, facilities, and resources.

2.3 Confidentiality and Respect

2.3.1 Any disability-related information disclosed by students will be treated with strict confidentiality in line with GDPR and UK data protection laws.

2.3.2 Students will not be required to disclose their disability unless they wish to access support services.

2.4 Reasonable Adjustments

2.4.1 iQualifyuk will provide reasonable adjustments based on individual needs. Adjustments may include:

- Extra time in assessments or exams
- Assistive technology (e.g., screen readers, speech-to-text software)
- Lecture recordings and alternative learning formats
- Modifications to physical learning spaces
- Flexible deadlines for coursework submission

2.4.2 Reasonable adjustments will be determined on a case-by-case basis and will not compromise academic standards.

3. Support Services and Procedures

3.1 Disability Support Services

3.1.1 Students with disabilities are encouraged to register with the Student Support and Wellbeing Office as early as possible to access tailored support.

3.1.2 Support may include:

- One-to-one study skills sessions
- Specialist mentoring for neurodivergent students
- Assistance with applications for Disabled Students' Allowance (DSA)
- Referrals to external disability support services



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3.2 Application and Disclosure Process

3.2.1 Prospective students are encouraged to disclose any disabilities at the application stage to facilitate early support planning.

3.2.2 Students may request support at any point during their studies by contacting the Student Support and Wellbeing Office.

3.3 Assessment and Examination Adjustments

3.3.1 Students requiring adjustments in assessments must submit a request with supporting medical or professional evidence.

3.3.2 Approved adjustments may include:

- Extra time in exams (typically 25% additional time)
- Use of a scribe, reader, or assistive technology
- Alternative assessment formats (e.g., oral presentations instead of written assignments)

3.3.3 The Examinations and Assessment Office will review all requests in line with the Reasonable Adjustments Procedure.

3.4 Physical and Digital Accessibility

3.4.1 iQualifyuk will ensure that both physical facilities and online learning platforms are accessible.

3.4.2 Measures include:

- Step-free access and adapted seating where necessary
- Digital content that meets Web Content Accessibility Guidelines (WCAG)
- Captioned lecture recordings and transcripts

4. Reporting Concerns and Seeking Help

4.1 Reporting Discrimination or Barriers

4.1.1 Students who experience discrimination or accessibility barriers are encouraged to report concerns to the Student Support and Wellbeing Office or the Equality and Inclusion Committee.

4.1.2 Complaints will be addressed in accordance with the Complaints and Appeals Procedure.

4.2 Support for Mental Health and Hidden Disabilities

4.2.1 Students with mental health conditions or hidden disabilities are entitled to the same level of support as those with physical disabilities.

4.2.2 Mental health support is available through:

- One-to-one wellbeing appointments
- Referrals to counselling services
- Adjustments to workload or study schedule



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5. Policy Review and Compliance

5.1 Annual Review

5.1.1 The Student Support and Wellbeing Office will review this policy annually to ensure compliance with legal and sector-wide best practices.

5.1.2 Student feedback will be incorporated into policy updates.

5.2 Compliance Monitoring

5.2.1 The Director of Student Services is responsible for overseeing compliance with this policy across iQualifyuk.

5.2.2 Any breaches of this policy will be investigated, and corrective actions will be implemented.

6. Contact Information

For disability support or inclusion-related concerns, students can contact:

Email: support@iqualifyuk.com

Phone: +44 (0)20 3743 1808