

Procedure Title:	B4.4 Facilitation of Diversity
Written By:	Ciara Reilly, Auditing Manager
Approved by:	Lisa O Connell, Managing Director
Effective From:	19 September 2010

B4.4 Facilitation of Diversity

Purpose:	To promote a variety of learning delivery mechanisms that recognises our responsibilities in relation to equality legislation and encourages successful participation from a wide range of prospective learners, including those with disabilities.
Those involved:	Management, all staff.

Method(s) used to carry out this procedure	Related documents	Responsibility	Evidence generated by this procedure
<p>1. We ensure that existing legislation with regard to equal opportunities is complied with in the process of our</p> <ul style="list-style-type: none"> • selection criteria, • entry requirements, • programme content and delivery <p>These processes shall be adapted to facilitate individuals (or groups) with particular needs, to successfully participate, transfer and progress.</p>	PROCEDURE A02 & PROCEDURE A01	Course Advisors, Trainers	Letters, emails, Conversation Records where an adaption to a process has been requested/noted
<p>2. Positive Action with regard to selection / entry on programme.</p>	Equality Staff Training Manual RESOURCE A01	Course Advisors	Staff Training Records
<p>3. Prospective learner appointments to discuss special considerations We provide assistance to those with special needs and modify course delivery and materials to address these needs within FETAC guidelines</p>	Participant Training Needs Analysis FORM A02	Appointments with learning informing them of different learning approaches in the centre	Participant Training Needs Analysis Records

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4. Guidance / counselling for learners to overcome concerns or issues that may arise during the module / programme.	Learner Progress FORM B15	Trainers, Course Advisors	Learner Progress Reports
5. Where possible Reasonable accommodation are made on assessments for learners with disability	B6.4 Reasonable Accommodation PROCEDURE E04	Trainers	Records of Assessments completed where Reasonable accommodations were made
6. Open-access to centre resources e.g. computers, free internet access, audio tapes to support learners	Learner Sign in Logbook	Learners	Learner Sign in Records
7. CBT available (TTRS Programme) for learners with Dyslexia and other learning difficulties	Dyslexia (TTRS) CBT Programme- available for learner use	Trainers	Learner uptake on TTRS Programme records

(Refer to Procedure B2.1 – Equality Training PROCEDURE A01 and B2.2 Equality Planning PROCEDURE A02)

Monitoring:

Person responsible for monitoring this procedure	Frequency	Monitoring Method
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Manager	Annually	Internal Review of Policy and Procedures in place against Quality Assurance in Further Education and Training Policy and Guidelines for Providers V1.3
Manager	Annually	Equality Audit
Managers	Ongoing	Review any complaints/appeals