

Information for Students with Disabilities, Health Conditions and/or Specific Learning Difficulties

BCFE, as an equal opportunities Further Education and Training (FET) college, welcomes applications from students with additional needs.

BCFE will endeavour to provide appropriate supports and services for all students with disabilities or specific learning difficulties to access its courses, within the limits of available resources. Funding may be available from the Department of Education and Skills (DES), An tSeirbhís Oideachais Leanúnaigh agus Scileanna (SOLAS) and the European Social Fund (ESF) under the SOLAS **Fund for Students with Disabilities**.

Students with a wide variety of disabilities are supported including those with a visual impairment, deaf/hard of hearing, physical disability, mental health conditions, specific learning difficulties, such as dyslexia, developmental co-ordination disorders such as dyspraxia and significant ongoing illnesses. Applicants to the **Fund for Students with Disabilities** must meet certain nationality and residency criteria. The services and supports available to individual students will depend on the grant allocated by SOLAS.

A **Needs Assessment Form** for students with additional needs will accompany this document and is available at www.bcfе.іe under the **Student Information** tab. Documentary evidence verifying the student's disability/specific learning difficulty must be provided with the completed **Needs Assessment Form**. Completed forms should be returned to the Disability Officer, Aine Nally (via email only aine.nally@nlп.іe) early in the academic year as possible.

In summary there are three steps to apply for this additional funding and support:

- a. The student completes the **Needs Assessment Form** (available at www.bcfе.іe under the **Student Information** tab) and returns it to the Disability Officer, Aine Nally (at aine.nally@nlп.іe
- b. The student makes an appointment (via email or telephone at 087 1634488) with the Disability Officer to discuss their completed assessment form and application.
- c. The Disability Officer will apply to **the Fund for Students with Disabilities** on the student's behalf.

1 Information

- 1.1 The following information is for students with disabilities and learning difficulties.
- 1.2 Read the information in this document before you complete the **Needs Assessment Form**.
- 1.3 Failure to disclose relevant information at application stage could result in the lack of provision of additional supports and services which are designed to meet your needs.
- 1.4 Students are advised that it is in their own interest to seek an advisory meeting with the Disability Officer to discuss their application through the completed **Needs Assessment Form**.
- 1.5 The Disability Officer will apply (with your consent) to the **Fund for Students with Disabilities** for equipment or services to help you gain better access to your course in BCFE.

2 Fund for Students with Disabilities

- 2.1 The fund provides grants towards the provision of services and the purchase of equipment for students who have sensory, physical and/or communicative disabilities and learning difficulties

Categories covered by the Fund for Students with Disabilities include:	
Blind/visual impairment	Deaf/Hearing impairment
Mental health condition	Physical disability
ADD/ADHD	Asperger Syndrome/Autism
Specific or general learning difficulty	Significant on-going illness
Neurological conditions (brain injury, speech or language disabilities, specific or general learning difficulty)	DCD (Dyspraxia/Dysgraphia)

2.2 The kind of supports needed may vary from person to person, but can include the following:

Supports include	
Use of assistive technology equipment and software: e.g. laptops and reading software	Additional learning support with 1:1 or in small groups
Personal Assistant while in BCFE	Transport to and from college
Use of a Sign Language Interpreter	Use of an electronic note taker
Examination considerations (scribe, reader, recording equipment, use of computer/laptop in exams)	

2.3 The level of services and support students receive will depend on the grant allocated by SOLAS.

2.4 Funding is not provided for any costs associated with assessment or diagnosis of a disability.

2.5 Students have the right to appeal to SOLAS, if refused a grant.

3 Application Process for the Fund for Students with Disabilities

3.1 It is the student's responsibility to complete the **Needs Assessment Form** for students with disabilities, health conditions and/or specific learning difficulties and to return it (via email only) to the Disability Officer, Aine Nally aine.nally@nl.n.ie

Note:

Specific evidence is needed to accompany your completed **Needs Assessment Form** (please see the table below).

Evidence required as part of your application for additional funding and support (it is preferable that all reports submitted should be less than five years old).

Primary evidence: Disability, significant health condition or specific learning difficulty	Required Evidence: The student needs to supply one or more of the following:
Exam accommodations Students may receive exam accommodations based on individual needs.	A copy of the Department of Education's accommodations' letter received in secondary school or a letter from a former FET/HE college or institute outlining the supports they received previously in this area.
Blind/Visual Impairment	A report from one or more of the following: <ul style="list-style-type: none"> • Ophthalmologist/ophthalmic surgeon providing a diagnosis of severe reduction in vision that cannot be corrected with standard glasses or contact lenses. The diagnosis must be in relation to best corrected visual acuity or field of vision. • A letter from the Irish National Council for the Blind confirming registration. • A letter from the Principal from a school for the blind confirming attendance.
Mental health condition (For example, bipolar disorder, schizophrenia, clinical depression, severe anxiety, severe phobias, OCD, severe eating disorders and psychosis).	A report from a consultant Psychiatrist or specialist Registrar.
Attention Deficit Disorder	A report from any of the following: <ul style="list-style-type: none"> • Consultant Psychiatrist

Attention Deficit Hyperactivity Disorder	<ul style="list-style-type: none"> • Psychologist • Neurologist • Paediatrician providing a diagnosis of ADD/ADHD
Specific learning difficulties (Dyslexia or Dyscalculia)	<p>A psycho-educational assessment report by a Psychologist or by an assessor (PATOSS accredited) diagnosing a specific learning difficulty.</p> <p>Students applying to the Fund may be asked for their latest assessment scores/educational reports to assist the college in determining the appropriate level of support.</p> <p>All tests used in the assessment must be valid, reliable and age appropriate.</p>
Neurological conditions (brain injury, speech or language disabilities)	<p><u>Neurological Conditions:</u> A report from a Neurologist or another relevant consultant .</p> <p><u>Speech & Language Disabilities:</u> A report from a Speech and Language Therapist.</p>
Deaf/hard of hearing	<p>A report from one or more of the following:</p> <ul style="list-style-type: none"> • An audiogram from a professionally qualified Audiologist and/or ENT Consultant, indicating moderate to profound bilateral hearing loss (i.e. above 40dB). • A letter from the Principal from a school for the Deaf confirming attendance.
Physical/mobility difficulty	A report from an orthopaedic consultant or another relevant specialist diagnosing a significant physical or mobility difficulty.
Asperger Syndrome/Autistic Spectrum Disorder	<p>A report from any of the following:</p> <ul style="list-style-type: none"> • Consultant psychiatrist • Psychologist • Neurologist • Paediatrician providing a diagnosis of Autism
Significant on-going illness	<p>A report diagnosing a significant ongoing illness such as:</p> <ul style="list-style-type: none"> • Diabetes Type 1: From an endocrinologist or paediatrician • Cystic Fibrosis: From a consultant respiratory physician or paediatrician • Gastroenterology condition: From gastroenterologist • Other: From consultant/consultant registrar
DCD (Dyspraxia/Dysgraphia)	<p>A report from any of the following:</p> <ul style="list-style-type: none"> • Psychologist • Occupational therapist • Neurologist diagnosing developmental co-ordination disorder (Dyspraxia)
General learning difficulties	Report from psychologist

3.2 The Disability Officer will arrange an appointment with the student to commence the application process to SOLAS. It is important that this appointment is scheduled as soon as possible so that the application to SOLAS can be completed on time.

4 Attending for interview/advisory meeting

4.1 For the initial meeting with the Disability Officer students are tasked with providing their own assistance (e.g. a sign language interpreter, personal assistant).

4.2 It is important to note that if the applicant is unable to attend for the advisory meeting at the scheduled time that adequate cancellation notice should be given.

4.3 It is the responsibility of the student who has not been assessed to make sure that an assessment is complete prior to attending BCFE.

Useful Contacts	
<p>The Association for Higher Education Access and Disability (AHEAD) Phone: (01) 716 4396 Email: ahead@ahead.ie Website: www.ahead.ie</p>	<p>Dyslexia Association of Ireland Phone: (01) 877 6001 Email: info@dyslexia.ie Website: www.dyslexia.ie</p>
<p>Chime, The National Charity for Deafness and Hearing Loss Phone: (01) 817 5700 Email: info@chime.ie Website: www.chime.ie Skype: Chime NFS Text: 087 922 1046</p>	<p>National Council for the Blind and Visually Impaired Phone: 01 830 7033 Email: info@ncbi.ie Website: www.ncbi.ie Online contact form: https://www.ncbi.ie/general-enquiry/ International Telephone: +353 1 830 7033 National Technical Support Number: 1850 92 30 60</p>

5 Exam accommodations

- 5.1 Students can request special exam accommodations based on individual needs.
- 5.2 Students need to supply BCFE's Disability Officer with a copy of the Department of Education's accommodations letter they received in secondary school or a letter from a former FET/HE college or institute outlining the supports they received in this area.
- 5.3 Students who qualify for additional time need to be aware that they may be facilitated in a shared examinations' centre which may include a number of other students also receiving extra time.
- 5.4 Spelling and grammar waiver only apply for examinations in BCFE. A student with a specific learning difficulty must complete the following process:
- Provide an up-to-date educational psychological assessment.
 - Register with BCFE's Disability Service.
 - Complete an educational needs assessment with the Disability Service.
 - Confirm the presence of a significant spelling difficulty (<16th Percentile).
- 5.5 Where spelling and grammar are core competencies of a subject, a student's work must be marked on the basis of accuracy in the language. Therefore, spelling and grammar waivers will not apply to language-based subjects such as: Media Studies, Writing Skills for Journalism, Communications and Word Processing.
- 5.6 Students should note that marks awarded for spelling and grammar in any assessment within BCFE will not exceed 10% of the overall assessment mark.
- 5.7 Spelling and grammar waivers do not apply for continual assessment work (reports and essays) as the student should have access to sufficient resources to correct assessment material prior to submission.

Note:

Please see the BCFE Students' Support document below for a summary of all supports available to students in BCFE.

BCFE Student Supports



BCFE offers a range of supports to students to assist them with college life.

Type of Support	Contact Details
Academic Support	<p>Limited support available in-house to assist students with academic work.</p> <p>Contact the Course Co-ordinator of your programme</p>
Disability Support BCFE	<p>Niamh Merc (Disability Officer) Niamh.merc@bcfe.cdetb.ie Based in Arts Building</p>
Disability Support National Learning Network	<p>Aine Nally (Disability Support Officer)</p> <p>Aine attends BCFE each Thur (9-4pm) Extension: 217 Mobile: 087 4067762 (Tue-Thur) Email: aine.nally@nlm.ie (Tue-Thur) Office: Main building, beside Room 3</p>
Student Support Fund	<p>Application Form for Student Support Fund available from the Admin office. Completed form to be signed by course coordinator and returned to the Admin office.</p>
Guidance and Counselling for the following Departments <ul style="list-style-type: none"> • Music • Media • Adult/RTL • Business and Travel • Digital 	<p>Helen Bradley (Guidance Counsellor)</p> <p><u>Music:</u> PMC, PMH, PEH, PTH, PRH <u>Media:</u> MJH, MND, MRH, MPM, <u>Adult/RTL:</u> RTL <u>Business and Travel:</u> BHND, RHB, BMC <u>Digital:</u> DMC</p> <p>Extension: 211 E-Mail: helen.bradley@bcfe.cdetb.ie Office: Main Building, beside Room 5</p>
Guidance and Counselling for the following Departments <ul style="list-style-type: none"> • Digital Media/Games • Social Care 	<p>Orla Ni Bhriain (Guidance Counsellor)</p> <p><u>Digital Media/Games:</u> DGH, DLO, DMH, IFX <u>Social Care:</u> SCC, SCH, SNC, SPN, SVC</p> <p>Extension: 215 E-Mail: orla.nibhriain@bcfe.cdetb.ie Office: Main Building, opposite Room 24</p>
Guidance and Counselling for the following Departments <ul style="list-style-type: none"> • Animation • Games • Art • Business • TV and Film 	<p>Annemarie Lyons (Guidance Counsellor)</p> <p><u>Animation:</u> CDS, CCH, CDA <u>Games:</u> CDG <u>Art:</u> AIC, AIH, AGH, ADM, ADT, AGP <u>Business:</u> BOS, BSC, <u>TV/Film:</u> IFC, IFH, ITC, ITH</p> <p>Extension: 286 E-Mail: annemarie.lyons@bcfe.cdetb.ie Office: Art Block, end of left-hand corridor beside Studio 3</p>
<ul style="list-style-type: none"> • Traineeship 	<p><u>Visual Effects/Animation:</u> VFA Will be allocated to a newly appointed Guidance Counsellor</p>