
Disability Policy

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Shetland Fisheries Training Centre Trust

NAFC Marine Centre

Disability Policy

24th April 2006

1. As part of a wider commitment to equal opportunities generally, the Shetland Fisheries Training Centre Trust operates a disability policy for its staff and students.

2. This policy applies to any present or potential student or member of staff who has additional needs arising from a disability due to sensory or physical impairment, medical or mental health conditions or learning difficulties.

3. The Trust recognises that existing and future anti-discrimination legislation

provides a statutory framework for the enforcement of equal rights with regard to people with special needs.

4. The Trust is committed to a programme of action and will make available resources to implement the policy, as required.

5. Where appropriate, positive action measures will be introduced to assist disadvantaged groups as provided for under relevant legislation.

Implementation, Monitoring and Review

1. All staff and students have a personal responsibility to adhere to and apply this policy in their dealings with others both internally and externally to the Trust.

2. Procedures have been put in place to collect data on disabilities among the Trust's staff and students.

3. Overall monitoring and review of this policy is to be conducted by the Management Committee and Board of Trustees as appropriate and any relevant external agencies if required.

Students

Admission

1. Applications from students with a disability will be considered against the same criteria as applications from students without a disability for the same course.

2. No applicant will be refused a place at NAFC Marine Centre on grounds of their disability before an opportunity has been provided for full consideration of the specific support or facilities required. Any decision by the Trust to refuse an otherwise qualified candidate a place on the grounds that appropriate conditions of study cannot be provided will be subject to ratification by the Board of Trustees.

3. However, the Trust may reject a student on grounds of their disability:

1. Where the content, structure or delivery of the chosen course would prevent the applicant from fulfilling a major part of the requirements of the course and

where it proves impossible to overcome this difficulty, or;

2. Where the student's long term health condition or disability precludes him/her from meeting the eligibility requirements of particular examining bodies/training authorities etc., or;

3. Where the admission of a student with special needs would constitute a safety hazard which cannot be reasonably overcome.

Curriculum and Assessment

1. Course Leaders are responsible for ensuring that every student with a disability has an opportunity to discuss the course curriculum in advance, the teaching and learning activities involved and to determine which types of learning support are required.

2. Alternative modes of curriculum delivery will be made available through discussion with the student by the Course leader. These could include delivery by audio/visual tape, enhanced computer screens, use of note-takers, open learning etc. These alternative methods will be fully discussed with the student to ensure use of appropriate techniques.

3. For assessment purposes, technical aids, scribes etc will be made available to the student provided that this assistance allows the student to perform or demonstrate their competence to the set performance criteria without invalidating the assessment. The options will be fully discussed with the Course Leader, in advance of assessment, with the student so that they suit the method most appropriate to them.

Staff

Applicants for Employment

1. Applications for employment from potential employees who have a disability will be considered against the same criteria for the post as applications from potential employees without special needs.

2. NAFC Marine Centre will make available on request information regarding support facilities and physical access to and within its buildings both at the interview stage and beyond.

Applicants and Existing Employees

1. Where the working arrangements or physical features of premises place an applicant at a substantial disadvantage in comparison with an applicant or employee who is not disabled, the Trust will make reasonable adjustments to help overcome the practical effects of the individual's special needs in accordance with relevant legislation.

2. Any such reasonable adjustments will be made following consultation with the individual concerned, relevant staff in the Department in which the post is located, the Management Committee and, if appropriate, the Board of Trustees and any relevant external agencies.

3. Where the adjustments required to overcome the substantial disadvantage placed on an individual are deemed not to be reasonable, such a decision must first be confirmed by the Chair of the Board of Trustees.

Appraisal and Training Opportunities

1. All employees will be included in Staff Appraisal Scheme. Where the effect of a person's special needs requires it, account will be taken of the individual's capacity to perform the full extent of the duties required, and the achievement of the objectives will be measured against the level achievable by that individual. In addition, where the employee has learning difficulties, appraisal methods may be modified as appropriate to take account of the individual's needs.

2. Access to training opportunities will be provided on the same basis as for other staff and the Trust will make reasonable adjustments in accordance with the relevant legislation to ensure that a person's special needs does not place them at a substantial disadvantage in this aspect of their employment.

Complaints

1. The Trust's policy does not detract from an individual's rights. This policy does not prevent any individual from pursuing their contractual rights through internal or external appeals procedures or from pursuing their statutory rights through any body which deals with the enforcement of any particular legislation.

Document last updated: 25/11/2003; 26/04/06.