

IDENTIFYING LEARNING NEEDS POLICY AND PROCEDURE

1. Policy

This policy support Standards P3.1 and P3.2 of the ELICOS Standards 2018.

During the initial assessment and enrolment process, it is important to notify SMART English Melbourne of any special enquiries and/or identifying special needs to ensure a resolution that allows the learners to have a fair treatment and equal opportunities as the others.

Some of the reasonable adjustment techniques in place include, but are not limited to:

- A separate room with a set of headphones for learners with hearing impairment;
- Opportunity to listen to the recordings twice for learners with hearing impairment;
- Learners with identified dyslexia and dysgraphia are given additional time to complete reading and writing tasks;
- Learners with stage fright or anxiety are given the possibility to deliver oral assignments face to face with teacher in a separate room.

2. Scope

SMART English Melbourne students

ELICOS Academic Manager

General Manager

Teachers

3. Procedure

- Student must inform SMART English Melbourne with SMART English Melbourne Student Application Form by ticking the disability section.
- Submit medical certificate in English if it is required during the enrolment process.
- The Enrolment team will notify the ELICOS Academic Manager and General Manager for preparation of adjustment.
- The ELICOS Academic Manager will prepare required adjustment
 - Extra set of headphones
 - Speakers and screens with subtitles
 - Pre notification for teacher for extra time in assessment or oral assignments.

For ELICOS Students

- students are placed in a class appropriate to their current language proficiency level, learning goals and learning needs and consistent with their written agreement
- where a special need is identified for a student, arrangements are put in place to address the need and support the student to learn effectively
- teacher-to-student ratios do not exceed 1:18 per class
- students are informed of the outcomes to be achieved from the course and, for each learning block, the learning outcomes for that block.

ELICOS trainers will be allowed to:

- customise teaching to student needs
- access the resources required for delivery of the course
- research course content and developments in English language teaching to meet student needs.

