

Navitas English Supporting Students with Special Needs Policy

Navitas Pty Ltd
ACN 109 613 309



Document

Document Name	Navitas English Supporting Students with Special Needs Policy
Brief Description	The purpose of this policy is to address and adhere to ELICOS Standard (2018) P3.1 b): <i>where a special need is identified for a student, arrangements are put in place to address the need and support for the student to learn effectively</i>
Responsibility	Director, Centre Operations
Initial Issue Date	29/02/2020

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
29/02/2020	1.0	Initial Release	Director, Centre Operations
23/04/2024	2.0	Change to roles nomenclature & reduction of Navitas English's campuses	Director, Centre Operations

Related Documents

Name	Location
Supporting Students with Special Needs Procedure	Navitas English website
Complaints and Appeals Policy	Navitas English website
Navitas English Letter of Offer	Provided upon request

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1 Purpose and Scope

- a) Navitas English commits to the obligations as outlined in the ELICOS standards 2018, Standard P3 – Teaching ELICOS: *Policies and procedures for teaching provide students with optimal opportunities for achieving successful outcomes.*
- b) The purpose and scope of this policy relates specifically to standard P3.1 b): *where a special need is identified for a student, arrangements are put in place to address the need and support for the student to learn effectively.*
- c) This policy includes a definition of special needs and outlines Navitas English’s principles of action in supporting current or prospective students with Special Needs.

1.1 Introduction

- a) This “Supporting Students with Special Needs Policy” sets out the approach of Navitas English Services Pty Ltd and relates to the provision of English language services to students with special needs as set out in this Policy.

1.2 Purpose

- a) The purpose of this policy is to demonstrate that Navitas English commits to their obligations as per ELICOS Standard (2018) P3.1 b): *where a special need is identified for a student, arrangements are put in place to address the need and support for the student to learn effectively.*
- b) The Policy is designed to ensure that Navitas English leadership teams understand and communicate ELICOS standard P3.1 b) to all staff, and to students as necessary.

1.3 Scope

- a) The scope of this Policy covers Navitas English Perth and Navitas English Sydney Hyde Park operations.
- b) The Policy is intended to cover all students who present with ‘special needs’. Navitas English defines Special Needs as:

“Persons with a restriction on participating in and/or benefitting from the ELICOS Providers’ educational and other services as a result of an enduring physical, sensory, mental health or learning disability, or any other condition which results in a person learning differently from a person without that condition. Under the sub-term Special Consideration, this includes but is not limited to illness, bereavement, being witness to or involved in a traumatic event, incidences of violence or sudden hardship.”

- c) As per the definition of Special Needs above, it is important to make clear distinction between Special Needs and Special Considerations as an associated term. The two terms are set out below:

Special Needs refers to: “Students who have a more long-term or permanent disability or impairment”.	Special Consideration refers to: “Students who experience a circumstance which negatively affects their ability to study and which is typically an emerging, shorter-term condition.”
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- d) Navitas English's procedure for managing students in these two separate categories may differ depending on the type of Special Need identified and the types of support required to assist the students in their studies.

2 Policy Statement

- a) Navitas English chooses to adopt an inclusive approach to enrolling and accommodating students with Special Needs or who require Special Consideration.
- b) The ability to do so is conditional on three primary factors:
 - i. that the Special Need or Special Consideration is brought to the attention of the college leadership team in a genuine and timely manner;
 - ii. that reasonable adjustments can be made by Navitas English in regard to their facilities, equipment, level of expertise and support systems in place for the student; and,
 - iii. consideration for Navitas English's broader duty of care for its students and staff.

2.1 Special Needs

- a) Students with Special Needs should provide details of their circumstances in the application stage. Navitas English request any special needs to be declared in the Letter of Offer and provides a link to this policy which is also available on the Navitas English website.
- b) The Admissions Manager informs the relevant Director of Studies as soon as practicable of the Special Needs.
- c) Navitas English reserves the right to decline a Special Needs application where the Special Need is such it cannot reasonably accommodate the student due to limitations with either its facilities, equipment, level of expertise or support systems in place and, in consideration of the Navitas English's broader duty of care for all students and staff.
- d) The decision is the responsibility of the relevant Centre Manager & Director of Studies.
- e) In assessing Special Need applications, the college leadership team must refer to the Navitas English's Special Needs Procedures document which details the relevant actions to take in deciding and then in implementing the decision.
- f) Depending on the outcome of the special needs application, a rejection of the application should be confirmed in writing to the applicant. An acceptance, which may be conditional, should also be confirmed in writing and may outline what reasonable adjustments will be made by Navitas English.
- g) In the event that some adjustments could result in a cost to the applicant, the applicant will be informed of all such costs in order to make an informed decision about pursuing an enrolment with Navitas English.

2.2 Special Considerations

- a) Students with Special Considerations must either:
 - i. provide detail of their circumstances in the application stage or;
 - ii. after arrival, make an appointment with an appropriate staff member.
- b) In dealing with all Special Consideration applications, the college leadership team must refer to Navitas English's Special Needs procedures document which details the relevant actions to take depending on the outcome of the special needs application.
- c) A rejection of the application will be confirmed in writing from Navitas English to the applicant.
- d) An acceptance, which may be conditional, will also be confirmed in writing and will outline what reasonable adjustments are to be made by Navitas English.
- e) In the event that some adjustments could result in a cost to the applicant, the applicant will be informed of all such costs in order to make an informed decision about pursuing an enrolment with Navitas English.
- f) The decision is the responsibility of the Centre Manager & Director of Studies but who may liaise with the Director, Centre Operations (or equivalent).

3 Responsibilities

- a) Each of the positions involved in implementing and achieving policy objectives and carrying out procedures are clearly described here.

Responsibility	Centre Manager & Director of Studies	Director, Centre Operations	Admissions Manager	Senior Academic Staff
Initial Alert to College	I	I	R	S
Consideration of documentation	I	S	A	I
Making Decision	AR	AR	I	S
Advising applicant of outcome	AR	AR	I	I
Monitoring and reporting on outcome of change and student progress	A	C	I	R
Oversight of the implementation of this Policy	R	AR	R	C
Maintaining effective records of students in this category	S	I	A	R
Ensuring support is available as required for students in this category	R	A	I	C

R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed.

4 Compliance

4.1 General

- a) Staff will be informed about this policy during general staff meetings.
- b) Individual staff compliance will be measured through periodic review and evaluation process.

- c) Periodic spot checks on implementation and monitoring process will be carried out by the Director, Centre Operations (or equivalent).

5 Breaches

Breaches of policy compliance may result in adverse audit outcomes and negative performance review outcomes.

5.1 Relevant Legislation

The ELICOS Standards 2018 set out the ELICOS Provider's legislative obligations at Standard P3.1.b

6 Review

- a) This Policy is tested and reviewed at least every 2 years by the General Manager – Quality & Compliance in line with any changes to the regulatory compliance requirements, legislation, regulation and guidelines.
- b) This review process aims to ensure alignment to appropriate strategic direction and continued relevance to Navitas English's current and planned operations.

7 Records Management

- a) All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Director, Centre Operations	Navitas English website Policy HUB	Perpetual until replaced	Archived in Policy HUB