



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Placement Support for Students Registered with the Access Centre's Disability Support Service AY21/22

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Work Based Learning Manager



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Disability Support Service

- Support for students with disabilities, ongoing physical or mental health conditions, or specific learning difficulties.
- Currently over 1500 students registered for disability support – an increase of 106% over the past six years.
- Once a student discloses their disability with a view to asking about reasonable accommodations, there is a legal responsibility on the HEI to put in place reasonable accommodations as necessary.



**Located in the Access Centre
Ground Floor of Áras Uí
Chathail**

University
ofGalway.ie

Who can apply for disability support?

Any student who needs supports or reasonable accommodations due to a disability, ongoing physical or mental health condition, or specific learning difficulty



Supports available:

- Advice, Support and Advocacy
- In class supports
- Exam Accommodations
- Learning/Skills Support
- Assistive Technology
- Occupational Therapy
- Placement Support**

and more.....

Our service is free and confidential



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Work Placement Support

- The duty to provide reasonable accommodations, as a key action in avoiding disability discrimination, extends to and includes while the student is on placement.
- As approx. 80% of academic courses in the University of Galway now include a compulsory or optional work placement element – our objective is to embed and extend placement support for students with disabilities.
- Placement Officers provide an overview of placement process and key touchpoints for engagement for DSS support - all our placement preparation is underpinned by UDL.
- Partner with employers who have strong D&I policy and will provide safe supportive environment for students.
- Students are also encouraged to attend the Transition to Employment Programme where they learn about Disclosure, Accommodations etc.



September 2021 - Appointment

- Placement Planning Coordinator to support students with disabilities to plan for work placement.
- PO's collaborate with DSS a year before students go on placement in 2nd year, students are invited to opt in for support.
- DSS Planning Coordinator meet with students to identify accommodations for the planning report, any supports required and disclosure options.
- Student must sign consent to disclosure before any information is transferred.
- Individual Coaching on CV & Interviews and on-going support provided by PO's and DSS.
- Partnership with AHEAD and Specialisterne (they have conducted training for staff) for Disclosure support.



2021/22 AY Achievements

- All 1,416 University of Galway Access Centre disability Support Service (DSS) registered students have equal access to placement planning support.
- Continued support on placement – planning document is fluid, may require changes to it while student on placement. DSS registered students may request placement planning support at any point on their academic or placement journey.
- A confirmed Placement Link contact for each course across the university has been identified. This has been a key action in ensuring students with disabilities can be supported in the provision of reasonable accommodations while on placement.
- A DSS Disability Advisor's Placement handbook has been compiled to capture and communicate the step-by-step support process for each cohort so that a consistent and sustainable approach to placement support is in place.



Challenges Encountered

- Fear of Disclosure - Students cited fear of discrimination resulting in reduced chances of employment upon graduation as a reason for choosing not to disclose to their placement site and engage with DSS placement supports.
- A significant focus of this work, therefore, has been to communicate to students the benefits of disclosure along with the procedures and protection that follow upon sharing such information.

DSS Registered Students can request a Placement Planning Meeting at anytime via the booking form on the DSS website.

Student is referred for a Placement Planning Meeting by this Disability Advisor.

DSS Registered Students are contacted by the DSS Placement Planning Coordinator when they begin their Placement Preparation Phase and offered a meeting.

Students regularly alerted to DSS Placement Support by their Placement Officer throughout the placement Preparation and Recruitment Phases.

1

Student registers with DSS. **Academic Needs Assessment** is completed by a Disability Advisor and a LENS Report (Learning and Educational Needs Summary) compiled.

2

Placement Planning Meeting with DSS Placement Planning Coordinator to discuss placement requirements, potential impacts of disability and specific support needs. Considers disclosure.

3

Placement Planning Report Outlines Reasonable Accommodations and Supports the student may need on placement.

4

Disclose to Placement Site

Student Sends Placement Planning Report to Placement Site in advance


Placement Officer shares Placement Planning Report with Placement site in advance. ***Student must sign Consent to Disclose Form***

It is the responsibility of the student to notify DSS Placement Planning Coordinator / CDC Placement Officer if their needs change on placement or a review of Reasonable Accommodations are required.

The nature of the disability, level of need, timeline and placement requirements will determine the number of meetings required and also who is present at the meetings. High Needs students may require follow on meetings and their Placement Officer may be invited to attend.

If students are not going on placement until the following year and do not yet know where they will be placed/requirements of the placement, a follow up meeting closer to the time will be scheduled.





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DSS Placement Planning Meeting Request Form

If you are registered with the Disability Support Service and going on a Placement, Study Abroad or Erasmus and wish to avail of a Placement Planning Meeting, please complete the following form.

This meeting is confidential and information will only be disclosed with your consent.

Hi, Kassy. When you submit this form, the owner will see your name and email address.

* Required

1. Name *

Enter your answer

2. Student Number *

The value must be a number

3. Student Email *

Enter your answer



Placement Planning Report			
Student Name		Course	
Student ID		Date of Meeting	
In attendance			

Placement Information	
Placement Officer / Coordinator	
Placement Location (if known)	
Placement Date	

Recommended Reasonable Accommodations

Additional Notes:

CONFIDENTIALITY OF INFORMATION DISCLOSED TO THE PLACEMENT PROVIDER
The information disclosed in this report is regarded as 'sensitive personal data' and is protected under Data Protection legislation. The information must only be used to facilitate support on placement and must not be communicated to anyone without the student's consent. The organisation agrees to comply with the terms of Data Protection legislation and to protect the confidentiality of this information.



STUDENT CONSENT TO DISCLOSURE OF PLACEMENT PLANNING REPORT

Information disclosed in the Placement Planning Report is protected under Data Protection legislation and will remain confidential. The information will be protected, will only be used to facilitate support on placement and will not be communicated to anyone without your consent.

To provide reasonable accommodations on your behalf while on placement, it will be necessary for the University of Galway to disclose the information in your **Placement Planning Report** with your placement provider so they can facilitate the reasonable accommodations required. Information will only be disclosed to personnel who are involved in the provision of your reasonable accommodations.

Name: Click or tap here to enter text.

Student ID: Click or tap here to enter text.

Course: Click or tap here to enter text.

I give permission for my Placement Planning Report to be shared with my placement provider:

YES NO

Date: Click or tap to enter a date.

Note: Once you have completed this form, please return it to your Career Development Centre Placement Officer.



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Thank you
for listening



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