

Trainee Disability Policy

This policy should be read in conjunction with the document:
Definitions for Use with Trainee Policies and Guidelines



INSTITUTE of
PROFESSIONAL
LEGAL STUDIES

Purpose

IPLS aims to reasonably accommodate all trainees, employees, and visitors who have a disability, and has developed a framework to ensure IPLS is inclusive of persons who have a disability.

Disabilities may include:

- Learning disabilities, including dyslexia and dyspraxia.
- Visual impairment or blindness.
- Hearing impairment or deafness.
- Cerebral palsy.
- Chronic illness or other medical conditions such as diabetes, epilepsy, autoimmune disorders.
- Head injury.
- Mental health issues.
- Speech disabilities.
- Occupational overuse syndrome.
- Respiratory difficulties, eg asthma.
- Mobility impairments.

IPLS will initiate practical strategies to ensure that reasonable accommodation of an employee's physical and social needs are met where the employee has a disability, and will continue to monitor and improve its policy and provision of reasonable accommodations for employees that have a disability (pursuant to its obligations under the Employment Relations Act 2000, Health and Safety in Employment Act 1992 and Human Rights Act 1993).

In addition, IPLS will:

- Ensure it delivers high quality, post-university pre-admission legal training across New Zealand for all those that qualify for it and wish to pursue it, irrespective of gender, ethnicity, disability, or age.
- Recognise that disclosure of a disability by a trainee is private information and the disclosure must be treated sensitively and with empathy.
- Advertise and promote the Disability Policy and procedures that provide for disability support in its enrolment information and course materials.
- Seek to eliminate direct or indirect discrimination toward people at IPLS who have a disability by encouraging and fostering positive attitudes among employees and trainees.
- Endeavour to create links with community disability support services, and other organisations with compatible interests, including university disability support services.
- Cover all aspects of the Disability Policy in employee training.

Disabilities Co-ordinator

The Disabilities Co-ordinator for IPLS is the National Director.

Disclosure and reasonable accommodation

A trainee who has a disability bears the primary responsibility for identifying their particular disability to IPLS. The trainee discloses their disability to IPLS by:

- Completing the appropriate section of the Enrolment Application form and/or the **Resources and Assistance for Trainees with a Disability** form; or
- Confidentially emailing the National Director.

When a trainee discloses to IPLS that the trainee has a disability, the National Director will complete an assessment of the trainee's needs (if appropriate), and then discuss with the trainee those people who should have access to the personal information supplied by the trainee to IPLS concerning the trainee's disability.

The trainee will then liaise with the nominated person(s) with the aim of setting up reasonable accommodations to support the trainee and thus reduce the effect of the trainee's impairment during the course.

Reasonable accommodation for the trainee may include:

- Provision of recorded audiotapes for trainees who have a hearing impairment.
- Interpreters.
- Alternative format textbooks or WEB programmes for visual impairment.
- Use of a computer during assessments for trainees with OOS.
- Arranging suitable access for trainees with mobility disabilities.
- Online/web accessibility, such as:
 - Assistance with sourcing programmes that read in an automated voice to a trainee who has vision impairment.
 - Sub-titled videos and text as well as graphic options.
 - Assistance with the sourcing or provision of laptops for trainees who are in hospital for part of the course.

Confidentiality

Any information that is provided by a trainee to IPLS concerning a disability is confidential. Private and personal information will not be shared with anyone who is not authorised by the trainee (in writing) or by implementation of the procedure below to receive that information.

Procedure followed when a trainee applies for Resources and Assistance with a Disability

Where IPLS is notified by trainee of disability prior to start of an intake

1. The trainee ticks on the Enrolment Application form that they have a disability and require the **Resources and Assistance for Trainees with a Disability** form to be sent to them.
2. The Enrolments Officer sends the **Resources and Assistance for Trainees with a Disability** form to the trainee.
3. The trainee sends the completed forms to the National Director.
4. The National Director completes the **Assessment and Approval of Resources and Assistance for Trainee with a Disability** form and forwards it to the trainee and the centre where the trainee will be completing the course. The National Director will liaise with the trainee as appropriate when completing the assessment.

5. The trainee's instructor at the centre where the trainee will complete the course implements the resources and assistance as directed by the assessment, and returns the signed **Assessment and Approval of Resources and Assistance for Trainee with a Disability** form to the National Director.
6. At the end of the trainee's course the National Director forwards each of the instructors who worked with the trainee the **End of Intake Report on Reasonable Accommodation Assessments for Trainee with a Disability** form to complete and return.

Where IPLS is notified by trainee of disability part way through an intake

1. The trainee notifies their instructor or the National Director that they have a disability.
2. The instructor or National Director sends the **Resources and Assistance for Trainees with a Disability** form to the trainee.
3. The trainee sends the completed forms to the National Director.
4. The National Director completes the **Assessment and Approval of Resources and Assistance for Trainee with a Disability** form and forwards it to the trainee and the centre where the trainee will be completing the course. The National Director will liaise with the trainee as appropriate when completing the assessment.
5. The trainee's instructor at the centre where the trainee will complete the course implements the resources and assistance as directed by the assessment, and returns the signed **Assessment and Approval of Resources and Assistance for Trainee with a Disability** form to the National Director.
6. The instructor will meet with the trainee to discuss the best ways in which the instructor can assist the trainee while the trainee is completing the course.
7. At the end of the trainee's course the National Director forwards each of the instructors who worked with the trainee the **End of Intake Report on Reasonable Accommodation Assessments for Trainee with a Disability** form to complete and return.

Evacuation

The National Director will notify the centre if a trainee has a disability that may require assistance in an emergency. Once notified of the disability, the centre will discuss with the trainee the appropriate steps to take in an emergency.

General resources

IPLS does not have specific resources but supports the provision of resources, including:

- Readers
- Writers
- Photocopying
- Scanning
- Computers
- Sign language
- Interpreters
- Web accessibility programmes

- Time management
- Support people for research
- Taping of seminars
- Notetakers

Community contacts

The following agencies offer information and support services, which can be accessed by employees:

Advocacy and support	CCS Disability Action	www.ccsdisabilityaction.org.nz
Assessment services and general support	Ministry of Health	www.moh.govt.nz
	Health & Disabilities Commissioner	www.hdc.org.nz
	Office for Disability Issues	www.odi.govt.nz
Autism & Asperger's Syndrome	Autism NZ Inc	www.autismnz.org.nz
Cerebral Palsy	Cerebral Palsy Society of NZ	www.cpsoc.org.nz
Diabetes	Diabetes NZ	www.diabetes.org.nz
Disability funding information	Ministry of Health	www.moh.govt.nz
	Enable NZ	www.enable.co.nz
Dyslexia and learning disabilities	SPELD NZ	www.speld.org.nz
Education and training	Achieve	www.achieve.org.nz
Employment services	Workbridge NZ	www.workbridge.co.nz
	Work & Income NZ	www.winz.govt.nz
Epilepsy	Epilepsy NZ	www.epilepsy.org.nz
Head injuries	Head Injury Society of NZ	www.head-injury.org.nz
Hearing	Deaf Aotearoa NZ	www.deaf.org.nz
Mental health	Mental Health Foundation of NZ	www.mentalhealth.org.nz
Mobility	Mobility for Independence	www.mobility.co.nz
Occupational Overuse Syndrome (OOS)	Department of Labour	www.osh.dol.govt.nz
Resources	Enable NZ	www.enable.co.nz
Sight	Royal NZ Foundation for the Blind	www.rnzfb.org.nz

This policy was reviewed: 24 June 2010

Next review date: June 2011