

Practical Guidelines for Persons who have a Disability

To assist all trainees, staff and visitors attending the Institute of Professional Legal Studies (the Institute).

Definitions

Impairment	Any loss or abnormality of psychological, physiological, or anatomical structure or function, which may result in a disability.
Disability	Any restriction or lack (resulting from an impairment) of ability to perform an activity in the manner or within the range considered normal for a human being. A disability can be congenital or caused by injury.
Direct discrimination	Where a person is treated less favourably than another in the same or similar circumstances.
Indirect discrimination	Where there is a condition or requirement imposed which unfairly excludes or disadvantages people with disabilities.
Appropriate language	The preferred term is 'people with disabilities'. This highlights that the person comes first and that he/she is not being categorised by his/her particular disability.

Disclosure

Trainees, staff and visitors who have a disability bear the primary responsibility for identifying their particular disability to the Institute. They can then be involved in the consultation process to further establish how their impairment may affect them while at the Institute.

To encourage trainees to enter into this consultation process the Institute has introduced the following framework:

- The Institute application information includes information on the Institute's Disability Policy.
- The Institute's application form provides an opportunity for the applicant trainee to request that the Institute send him/her a Resources and Assistance for Trainees who have a Disability (RATD) form. A copy of the RATD form, which includes the form for the doctor, follows these guidelines.

Once the trainee returns that form to the Institute, the information is collated and forwarded to the Disabilities Co-ordinator who will then consult with the relevant centre and trainee.

The confidentiality of any information provided is confirmed in the Policy, the RATD form and the IPLS course materials.

Reasonable accommodations

Trainees

To ensure that the Institute can assist in the best way, early disclosure is encouraged so that reasonable accommodations can be discussed and implemented.

Examples of reasonable accommodations 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.

The Institute, with the trainee's consent, will consult with other providers of Disability Support Services (DSS) to assist with arranging reasonable accommodations for the trainee. DSS with which the Institute has established links are set out below under the heading Networks.

Staff

When a staff member discloses to the Institute that he/she has a disability, the National Director will discuss with the staff member those people who should have access to the personal information supplied by him/her to the Institute concerning his/her disability (individual arrangements under the Privacy Act 1993 are envisaged).

The staff member will then liaise with that or those nominated person(s) with the aim of setting up reasonable accommodations to support the staff member and thus reduce the effect of her/his impairment during employment.

Online/web accessibility

Massey University, Albany Campus is continuing work on the development of a policy and standards for full Web accessibility [at Massey University].

To ensure that the online seminars in the IPLS course are truly accessible, the Institute will review the policy and codes identified by Massey University to assist with the development of its own online accessibility policy.

Examples of standards include:

- Assistance with sourcing programmes that read in an automated voice to a trainee who has vision impairment.
- Sub-titled videos, 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.

Networks

Disability Support Services, University of Otago, ph (03) 479 1100

Disability Support Services, University of Canterbury, ph (03) 364 2350

Disability Support Services, Victoria University, ph (04) 463 6070

Disability Support Services, Waikato University, ph (07) 838 4719

Disability Support Services, Auckland University, ph (09) 373 7599 ext 88808

Disability Support Services, Massey University, Albany Campus, ph (09) 443 9799

Community contacts

(Look in your local telephone directory for the telephone number closest to where you live.)

L.I.F.E. Unlimited (disability resource centre)

Deaf Association of New Zealand

Epilepsy NZ Association

Hearing Association Inc

Royal New Zealand Foundation for the Blind, ph. 0800 243 333 www.rnzfb.org.nz

SPELD (Inc) Specific Learning Difficulties Association

Workbridge Inc. (funding support may be available)

Ministry of Health (funding support may be available)

Disabled Information Centre dis@disinfo.co.nz

Citizens Advice Bureau

ENABLE New Zealand (funding may be available) www.enable.co.nz

AHEAD Association on Higher Education and Disability www.ahead.org

DepNet.com.au Information about depression

Advocacy Services for Health and Disability Services:

Advocacy Services South Island, ph 0800 377 766

ADNET (Advocacy Network Auckland South to Cook Straight), ph 0800 424 3638

HAT (Health Advocates Trust Auckland North to the Cape), ph 0800 555 050

Health and Disabilities Commissioner, ph 0800 112 233

Lifelinks office@lifelinks.co.nz (needs assessment and service co-ordination for people who have a disability)

Work and Income NZ www.winz.govt.nz

Creative Solutions grant@creativesolutions.co.nz, ph (03) 332 1898

ACHIEVE www.achieve.org

Eroll Maffey defianceracing@paradise.net.nz

Evacuation

The Disabilities Co-ordinator will notify the centre if a trainee, staff member or visitor has a disability that may require assistance in an emergency.

People who have a disability are particularly vulnerable, eg:

- A person with impaired mobility may find it difficult to move quickly and safely.
- A person who has a hearing impairment may have difficulty hearing alarms.
- A person who has vision impairment may find it difficult to move safely in an unfamiliar environment.

Once notified of the disability, the centre will discuss with the person who has the disability the appropriate steps to take in an emergency, eg:

- Pre-arrange meeting places in the event of an emergency, eg seminar room or foyer.
- Where there are stairs wait with officer until emergency workers (preferably) can help carry the person down the stairs.

General resources

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

- Notetaking
- Readers
- Writers
- Sign language
- Interpreters
- Support people for research
- Notetakers
- Photocopying
- Scanning
- Computers
- Web accessibility programmes
- Time management
- Taping of seminars

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- Donna-Rose McKay, Manager, Disability Information and Support, University of Otago
- Ava Gibson, Manager, Disability Support Services, Victoria University
- Gill Fowler, Manager, Disability Services, University of Canterbury