



**TULLAMORE FURTHER EDUCATION AND
TRAINING (FET) CENTRE**

Learning Support Guidelines

Reviewed: June 2021

Mission Statement:

Tullamore Further Education and Training (FET) Centre strives to create educational programmes of excellence that respond to the needs of local, national and international students.

We seek to create and maintain a quality, professional and stimulating learning environment where values of tolerance, respect and integrity are supported and encouraged.

We strive to enable students achieve their potential by fostering their independence, responsibility and academic development.

Introduction:

Tullamore FET Centre sets out to support students learning needs. When a student has been identified as needing learning support, Tullamore FET Centre will put in place a learning programme to support their learning needs. Where possible, students can avail of learning support on a one-to-one basis or in small groups.

Learning Support can involve the following:

- Assignment Planning and Writing;
- Report/Project Planning and Writing;
- Comprehension of Assignment Briefs;
- Research and Referencing Techniques;
- Exam Preparation;
- Maths Resource;
- Mentoring;
- Time Management Skills;
- Dyslexia Screening;

- Dyslexia support in terms of assistive technology;
- Reasonable Accommodation.

Reasonable Accommodation:

Reasonable Accommodation is where assessments are adapted to cater for the needs of learners who require special considerations. For instance, learners may require a scribe or reader in their written exams. Similarly, learners may require additional time due to a specific learning difficulty or may wish to complete examinations in a separate room.

In order to qualify for Reasonable Accommodation, learners must present appropriate evidence to the Learning Support Officer to support their request within one month after course commences. This evidence can take the form of the following:

- Medical Report
- Education psychologist report
- Occupational Therapist Reports
- Letter for previous educational setting outlining what supports they had for State Examinations e personal situation means that the assessment

Guidelines for Availing of Learning Support:

- Learning Support can take place online or in person.
- One to one Learning Support comprises of one hour per week. However, this can vary depending on the needs of each individual student.

- Students are allocated a specific time and day for learning support which is agreed in advance with their teacher. This can be subject to change.
- If a student is unable to attend, they must inform the Learning Support Officer in advance by email.
- If a student misses two sessions without informing the Learning Support Officer, their timeslot will be allocated to another student.
- If a student continually cancels their allocated one-to-one learning support session, this session will be allocated to another student.

Students availing of one-to-one Learning Support will sign an agreement with the Learning Support Officer accepting the above Guidelines.