



BIFE, is an equal opportunities Further Education and Training (FET) college and welcomes applications from students with additional needs.

The Institute endeavours to ensure that appropriate facilities and services are available to allow full access and participation for all learners as far as is practical and having regard to the resources available to the Institute. Applicants with special requirements should notify the Institute at time of application and at interview and arrange to speak to the Student Support Officer. Early contact with the Student Support Officer is vital as there is an application procedure to follow and this will facilitate the provision of such services from the beginning of the year.

Funding may be available under the SOLAS via KWETB **Fund for Students with Disabilities**.

WHO IS ELIGIBLE?

- Fund for Students with Disabilities 2.1 provides grants towards the provision of services and the purchase of equipment for students who have sensory, physical and/or communicative disabilities and learning difficulties, significant health, medical or mental health problems.

Students with a wide variety of additional needs are supported. Applicants to the **Fund for Students with Disabilities** must meet certain nationality and residency criteria. The services and supports available to individual students will depend on the grant allocated by SOLAS.

WHAT DO YOU NEED TO DO?

There are three steps to apply for this additional funding and support:

1. Please tick the Learning/Other Disability Section on the BIFE Student Application form. This implies consent for us to share your information with the Guidance Counsellors & Student Support Officer to assess your application and to apply to SOLAS via KWETB for funding from the Fund for Learners with Disabilities
2. Complete a **Needs Assessment Form** and return it to Student Support Officer, Karl Glynn Finnegan (karlglynnfinnegan@kwetb.ie) Documentary evidence verifying the student's disability / specific learning difficulty must be provided with the completed **Needs Assessment Form return**
3. Make an appointment (via email) with the Student Support Officer to discuss their completed assessment form and application.

The Student Support Officer will apply to the Fund for Students with Disabilities via KWETB on the student's behalf.

INFORMATION

The following information is for students with disabilities and learning difficulties.

Read the information in this document before you complete the Needs Assessment Form.

WHO IS ELIGIBLE

- Fund for Students with Disabilities 2.1 provides grants towards the provision of services and the purchase of equipment for students who have sensory, physical and/or communicative disabilities and learning difficulties.
- Failure to disclose relevant information at application stage could result in the lack of provision of additional supports and services which are designed to meet your needs.
- Students are advised that it is in their own interest to seek an advisory meeting with the Student Support Officer to discuss their application through the completed Needs Assessment Form.
- When you have accepted an offered place in BIFE and have Student Status an interview with the Student Support Officer will be arranged by email to process your application. This interview is often on Registration Day but can be in April/May if you already have Student Status.
- Bring a copy of relevant evidence to your course application interview and leave it at reception marked for the attention of the Student Support Officer. You can also post it in.
- The Disability Officer will assess if your evidence meets the FSD requirements
- Funding is not provided for any costs associated with assessment or diagnosis of a disability.

CATEGORIES COVERED

- Blind/visual impairment
- Deaf/Hearing impairment
- Mental health condition
- Physical disability
- ADD/ADHD Asperger Syndrome/Autism Specific or general learning difficulty
- Significant on-going illness
- Neurological conditions (brain injury, speech or language disabilities, specific or general learning difficulty)
- DCD (Dyspraxia/Dysgraphia)

SUPPORTS

The kind of supports needed may vary from person to person, but can include the following:

- Use of assistive technology equipment and software: e.g. laptops and reading software
- Additional learning support with 1:1 or in small groups
- Personal Assistant
- Transport to and from college
- Use of a Sign Language Interpreter
- Examination considerations (scribe, reader, recording equipment, use of computer/laptop in exams)

The level of services and support students receive will depend on the grant allocated by SOLAS.

Students have the right to appeal to SOLAS, if refused a grant.

Further Education does not have any provision for a Disability Office from the end of the summer term in June to the start of the Academic year in August. Any queries or correspondence will be dealt with outside of that time.

It is the student's responsibility to complete the Needs Assessment Form for students with disabilities, health conditions and/or specific learning difficulties and to return it to Karl Glynn Finnegan

Note: Specific evidence is needed to accompany your completed Needs Assessment Form (please see the table below).

Table D.1 Evidence of Disability Eligibility

Disability	Evidence & Eligibility Criteria	Age of Report
Autistic Spectrum Disorder	A report from a <ul style="list-style-type: none"> • Consultant Psychiatrist OR <ul style="list-style-type: none"> • Psychologist OR <ul style="list-style-type: none"> • Neurologist OR <ul style="list-style-type: none"> • Paediatrician providing a diagnosis of autism 	No age limit
Attention Deficit Disorder Attention Deficit Hyperactivity Disorder	A report from a <ul style="list-style-type: none"> • Consultant Psychiatrist OR <ul style="list-style-type: none"> • Psychologist OR <ul style="list-style-type: none"> • Neurologist OR <ul style="list-style-type: none"> • Paediatrician providing a diagnosis of ADD/ADHD 	No age limit
Blind/Vision Impaired	A report from one or more of the following: <ul style="list-style-type: none"> • Ophthalmologist/Ophthalmic Surgeon providing a diagnosis of severe reduction in vision that cannot be corrected with standard glasses or contact lenses. The diagnosis must be in relation to Best Corrected Visual Acuity or Field of Vision • A letter from the National Council for the Blind Ireland confirming registration • A letter from the principal from a school for the Blind confirming attendance. 	No age limit

Disability	Evidence & Eligibility Criteria	Age of Report
Deaf/Hard of Hearing	A report from one or more of the following: <ul style="list-style-type: none"> • An audiogram from a professionally qualified Audiologist and/or ENT Consultant, indicating moderate to profound bilateral hearing loss (i.e. above 40dB) • A letter from the principal from a school for the Deaf confirming attendance 	No age limit
Developmental Co-ordination Disorder (Dyspraxia/Dysgraphia)	A report from a <ul style="list-style-type: none"> • Psychologist OR <ul style="list-style-type: none"> • Occupational Therapist OR <ul style="list-style-type: none"> • Neurologist diagnosing Developmental Co-ordination Disorder (Dyspraxia) 	No age limit
Mental Health Condition (For example, Bipolar Disorder, Schizophrenia, Clinical Depression, Severe Anxiety, Severe Phobias, OCD, Severe Eating Disorders and Psychosis).	A report from a <ul style="list-style-type: none"> • Consultant Psychiatrist OR <ul style="list-style-type: none"> • Specialist Registrar 	Less than five years
Neurological Condition	<u>Neurological Conditions:</u> <ul style="list-style-type: none"> • Neurologist OR <ul style="list-style-type: none"> • another relevant Consultant <u>Speech & Language Disabilities:</u> <ul style="list-style-type: none"> • Speech and Language Therapist 	No age limit

Disability	Evidence & Eligibility Criteria	Age of Report
Significant Ongoing Illness	<p>A report, diagnosing a significant ongoing illness such as:</p> <ul style="list-style-type: none"> • Diabetes Type 1: Endocrinologist or paediatrician • Cystic Fibrosis: Consultant respiratory physician or pediatrician • Gastroenterology condition: Gastroenterologist • Other: Consultant/Consultant Registrar. 	Less than five years
Physical/mobility	<p>A report from an</p> <ul style="list-style-type: none"> • Orthopaedic Consultant <p>OR</p> <ul style="list-style-type: none"> • other relevant specialist diagnosing a significant physical or mobility difficulty. 	No age limit
Specific Learning Difficulties (Dyslexia or Dyscalculia)	<ul style="list-style-type: none"> • The report of a psycho-educational assessment by a Psychologist <p>OR</p> <ul style="list-style-type: none"> • by an assessor (PATOSS accredited) diagnosing a Specific Learning Difficulty. <p>Students applying to the Fund may be asked for their latest assessment scores/educational reports to assist institutions in determining the appropriate level of support.</p> <p>All tests used in the assessment must be valid, reliable and age appropriate.</p>	No age limit

Table D.1 Evidence of Disability Eligibility

Appendix 1

FSD - Needs Assessment Form – Sample Template

FUND FOR STUDENTS WITH DISABILITIES - NEEDS ASSESSMENT FORM														
Student PLSS ID Number _____						PLSS - NCC Ref Number _____								
Course Title _____										Form 1a - PART 1				
Nature of Disability			Type of supports/Assistance Required									Cost €		
Nature of Disability	Please tick	Academic /Learning Support	Non-medical helper support	General study support	Assistive Technology Equipment & Software	Hardware	Software	Deaf Supports	Examination Supports	Non-Medical Helpers	Transport Supports	Work Placements	Cost €	
								Irish Sign Language (ISL) interpreter	Speed Text	Specify	Personal assistant	Specify	Specify	
Autistic Spectrum Disorder (ASD)														€
Attention Deficit Disorder (ADD) Attention Deficit Hyperactivity Disorder (ADHD)														€
Blind /Vision Impaired														€
Deaf/ Hard of Hearing														€
Developmental Co-ordination Disorder (Dyspraxia/ Dysgraphia)														€
Mental health condition														€

Appendix 1 – FSD – Needs Assessment Form Template continued – Form 1a – PART 2

Nature of Disability			Type of supports/Assistance Required									Cost €		
Nature of Disability	Please tick	Academic /Learning Support	Non-medical helper support	General study support	Assistive Technology Equipment & Software	Hardware	Software	Deaf Supports	Examination Supports	Non-Medical Helpers	Transport Supports	Work Placements	Cost €	
								Irish Sign Language (ISL) interpreter	Speed Text	Specify	Personal assistant	Specify	Specify	
Neurological Condition														€
Significant ongoing illness														€
Physical/ mobility														€
Specific Learning difficulties (Dyslexia or Dyscalculia)														€
												Total €		
Note:														
FSD Application Decision Outcome										Student PLSS ID Number		PLSS - NCC Ref Number		
Approved			Not Approved							0		0		
Outcome Approved (in line with SOLAS Fund for Students with Disabilities Guidelines for ETBs V.1/2020) by:														
Signature: _____						Date: _____								
Print name: _____						Position: _____								

College/School retains this form with supporting evidence of disability