



INCLUSION PLANS

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INTRODUCTION

An Inclusion Plan is London Film Academy (LFA)'s system of recording the reasonable adjustments and resources which are deemed necessary to meet the needs of an individual, particularly those that relate to Protected Characteristics. **Protected Characteristics**, defined by the Equality Act, are **disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity**.

Inclusion Plans are based on formal medical and other evidence which are stored securely. It is an important and central document and will be in place for the duration of your programme at LFA.

We recommend that you contact us before your arrival at LFA, or as soon as possible afterwards, so that we can work with you to put in place appropriate support at the start of the academic year.

PURPOSE

The purpose of an Inclusion Plans is to demonstrate how LFA complies with their duty of reasonable adjustment, the Special Educational Needs and Disability Act 2001 and the Equality Act 2010. This policy is also a great way to inform potential applicants or enrolled students with protected characteristics what they can expect once they have declared their needs.

AIM

The aim of an Inclusion Plan is to facilitate **the most rewarding and productive learning experience for you**. It will let the people that need to know about your particular needs or challenges know what they can do to help you.

Inclusion Plans are completed in collaboration with you. We listen to and involve you in discussions and decisions about how best we can provide appropriate support, in line with your preferences about disclosure.

PROCESS

You can approach the LFA Admissions Team at any stage pre-arrival or Course Leader post-arrival. The process is as follows:

1. Discuss access requirements, potential adjustments and nature of evidence, if required
2. Once any required evidence submitted by you has been checked that it meets the criteria then you may be approached if more information is required or additional adjustments are needed
3. The level of disclosure you give is identified
4. An Inclusion Plan is drafted by your Course Leader and approval is sought from you, Course Leader and Head of Academic Governance
5. When approved, the Inclusion Plan is circulated to relevant, agreed parties
6. Course Leader or you may arrange follow-up meetings to discuss any changing needs and work together to update and recirculate your Inclusion Plan



An Inclusion Plan includes:

- Your details
- A summary of information that's relevant to your needs. Where appropriate this will name your specific requirements e.g. learning difficulty, medical condition or disability and explain how this will impact on your studies.
- A list of reasonable adjustments (see Reasonable Adjustments below)
- A circulation list
- Your signature confirming your agreement to circulation

REASONABLE ADJUSTMENTS

By law, LFA is required to ensure that students who have a specific learning difficulty such as dyslexia or dyspraxia, a disability, a mental health condition or a long-term medical condition are not disadvantaged.

Reasonable adjustments are put in place to help you. Where a programme is validated by a university partner, LFA will follow partner guidelines.

Reasonable adjustments will vary substantially, but examples may include:

- From your Course Team
 - Ensuring that lecture notes and slides are provided in advance
 - One to one study support with specialist tutors
 - Access to designated prayer, study and computer spaces (subject to availability)
- From the library
 - Extended loans on books
- Exam adjustments
 - Extra time
 - Practical exam to replace a written exam
 - Reading aloud or allowing for reading pen in exams
 - Supervised rest breaks

CONFIDENTIALITY

When your Inclusion Plan is written we will agree with you who needs to see it and it will only be circulated to the people that you want to see it. It is worth remembering, though, that the people involved in your learning need to see your Inclusion Plan in order to know what to do to help you.

Confidentiality is an important part of how we work and we will keep all information about you confidential. To the extent permitted by and in accordance with the law, any information that you disclose relating to your needs will be treated as confidential and processed strictly in accordance with the provisions of the [Privacy Policy](#).

No record of your needs, Inclusion Plan or individual examination adjustments appears on transcripts or degree certificates.

