

# AEE DISABILITY POLICY

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# Disability Policy

## Table of Contents

Disability Policy .....	1
<u>1.</u> Introduction .....	1
2. Overarching Principles.....	1
3. Disclosure and Confidentiality.....	2
4 Learning and Teaching.....	2
5 Staff Recruitment, Development and Progression.....	2
6 Staff Retention.....	2
7 Related Policies .....	3

# DISABILITY POLICY

## 1. Introduction

This document outlines the Academy of Enterprise Education's policy for supporting students, staff and academic contributors with disabilities within the context of its wider Equality and Diversity Policy and Equality Outcomes Scheme 2021-2025.

The specific measures that AEE is taking to advance disability equality are detailed in its Equality Outcomes Scheme 2021-2025. Guidelines on how to apply this policy will be available in the AEE Guidelines for Supporting People with Disabilities (currently under development).

## 2. Overarching Principles

AEE is committed to the promotion of equal opportunities for disabled people and aims to create an inclusive environment that enables full participation in the online re-education experience and offers disabled students, staff and contributors, where reasonably practicable, an experience comparable to non-disabled people.

AEE is an online re-education provider which allows us the flexibility to meet a range of disability needs. To advance disability equality and inclusion AEE:

- Encourages applications from prospective disabled employees and students
- Endeavours to ensure that students, staff, contributors, and applicants are not unlawfully discriminated against
- AEE aims for transparency and aspires to create an environment that encourages disclosure
- AEE aims to take anticipatory action to enhance the accessibility of our online services
- AEE aims to take anticipatory action to advance inclusive learning and teaching practices
- AEE aims to makes reasonable adjustments for applicants, staff, students and contributors with disabilities
- AEE aims to promote a positive, safe and supportive environment for staff and students with disabilities

### 3. Disclosure and Confidentiality

3.1 AEE endeavours to offer an environment that encourages disclosure.

3.2 All disability disclosure information is treated sensitively and in accordance with the AEE Data Protection Policy.

### 4. Learning and Teaching

4.1 AEE will endeavour to ensure that the requirements of disabled students are considered at course validation and review and will encourage inclusive and accessible programme design.

4.2 AEE ensures, where reasonably practicable, that all learning and teaching materials are accessible as standard.

4.3 AEE practices and assessment should provide disabled students with the same opportunities as peers to demonstrate the achievement of learning outcomes. Assessment adjustments may be required to compensate for any disadvantage created by the assessment task. Such adjustments will not affect the validity of an assessment.

### 5. Staff Recruitment, Development and Progression

5.1 AEE ensures that person specifications for vacant posts are clear and that such criteria do not unlawfully disadvantage applicants with disabilities.

5.2 All interview candidates will be asked in advance if they require reasonable adjustments and appropriate arrangements will be made as necessary.

5.3 All disabled staff/academic contributors will have equal access to training and development opportunities including, within reason, any which are identified in relation to their specific needs.

### 6. Staff Retention

6.1 AEE is a small business but as we grow we want to make every reasonable effort to ensure a member of staff/ academic contributor who develops a disability or whose level of disability increases, continues working in their substantive post.

6.2 Where AEE considers it necessary to cease a staff/academic contributors employment on disability related grounds, the Capability Procedure (Ill-health) will be applied and such a decision must be confirmed by the Director of Learning (or an appointed nominee) and a member of the Human Resources team.

## 7. Related Policies

- Equality and Diversity Policy
- Dignity and Respect Policy
- Privacy Policy