SECTION A: GENERAL INFORMATION

1	Document category	Procedure
2	Document approver	CoI
3	**Minimum list of document users to be notified upon release of document update**	Deputy Principals; Directors & Deputy Directors; Senior Administration Officers; Guidance and Student Support Services Staff

4	**Document change history**			
	A	**DCN #**	**Date released**	**Change originator**
		16/2019	7/4/20	Joseph Zammit, Albert Agius
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		Minor amendments		

PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT

Instructions for document users with access to College website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System from the College website mcast.edu.mt.

*Document users who do have access to the College website are therefore encouraged **NOT** to retain printed hard copies of the Quality Management System documents.*

If however a hard copy of the document is required, the user is to ensure that the printed document is the current revision.

Continuous Improvement

*Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today**. !*

1. PURPOSE OF DOCUMENT

1.1. The purpose of this document is to describe the process for the registration of learners with the MCAST Inclusive Education Unit (IEU).

2. THE INCLUSIVE EDUCATION UNIT

1.2. The Inclusive Education Unit at MCAST forms an integral part of the College's policy to provide an inclusive environment for all learners. The IEU caters for all MCAST learners with particular needs and/or disabilities, and provides them with the educational support needed to develop their full potential.

3. FIRST CONTACT WITH THE IEU

1.3. First contact with the IEU Administration can be made through the following sources and mechanisms:

1. **Self-referral / Direct Access:** Individuals may approach the IEU independently irrespective of the educational institution they attended or the kind of particular needs they may have.

2. **Inclusion Coordinators:** Both State and Church schools employ a number of Inclusion Coordinators whose role is to oversee the support provided to students with Individual Educational Needs (IEN) while in secondary education. Through liaison with the IEU such roles are also involved in the organisation of IEU outreach sessions and registration meetings for which they would typically facilitate the provision of the required documentation and also discuss the options available at the College with the IEU Deputy Director.

3. **Transition Organiser:** Students with more profound needs who would typically benefit from MCAST Awards at EQF Levels Introductory A, Introductory B, and Level 1 are generally followed by the Transition Organiser working within the State Secondary Schools, whose responsibility is to ensure an effective transition from secondary to post-secondary educational institutions for such students. In these cases, IEU information and registration meetings are organised through liaison between the Transition Organiser and the IEU Deputy Director.

4. **MCAST Student Intakes:** In order to apply for a course, new students are required to submit their application accompanied by the GDPR form during the application periods as defined by the College each year. The first section of the GDPR form gives new applicants the opportunity to inform the College of any particular needs they may have. Applicants registered with the IEU prior to the application period/s may present the completed IEU Registration Form to confirm their registration with the unit. Applicants who declare particular needs on the GDPR form but are not yet registered with the IEU are referred directly to the IEU to discuss their needs with the IEU Deputy Director after which registration takes place.

5. **Active MCAST Students:** Active students with particular needs who are already registered with and attending lectures at the college, but have never been registered with the IEU may approach the IEU to start the registration process. These may be either referred to the IEU by MCAST Staff or they may approach the IEU voluntarily.

6. **Referrals:** MCAST staff may identify students who despite being diagnosed with particular needs, have never been registered with the IEU. Such students may be referred to the IEU to explore the support required and the possibility of registration with the unit.

4. APPLYING FOR REGISTRATION WITH THE IEU

4.1. Students wishing to register with the IEU are requested to fill in and submit DOC 265 Application for IEU Registration. The application form may be submitted by the student, the parents / legal guardians, or by a referee involved in the educational support of the student (e.g. Inclusion Coordinators, Transition Organiser, Lecturers, and Student Mentors).

4.2. Submitted applications are processed and an appointment for a meeting with the IEU Deputy Director in which further details regarding the needs of the student are discussed and the registration with the IEU is finalised, is set.

4.3. Prior to the meeting with the IEU Deputy Director, students are instructed to obtain the following documents required for registration:
- Identity Card
- A recent psychological report (if applicable)
- A medical report or certificate (if applicable)
- Access arrangements letter by the ADSC for MATSEC (if applicable)
- Other relevant documents they feel are important to better explain their needs and requested support (e.g. Individual Education Plan (IEP), School Leaving Certificate). *(No photocopies are necessary.)*

5. REGISTRATION MEETING WITH THE IEU DEPUTY DIRECTOR

5.1. During the meeting with the IEU Deputy Director, students are to present the documents requested in 2.3 above.

5.2. Parents/legal guardians are preferably present for the registration meeting however, students under 16 must be accompanied by their parents and/or legal guardians.

5.3. Any professionals supporting the student are encouraged to be present for the registration meeting.

5.4. During the meeting the IEU Deputy Director will: review the documents presented by the student and; discuss in detail any particular needs and/or disabilities the student may have and the related support required.

5.5. The IEU Registration Form (DOC 268) is completed during the meeting according to the outcome of the discussion.

5.6. The IEU Registration Form includes (as a minimum) student information organised in the following sections:

- **Identity and Contact:** Personal information of student and parents / legal guardians.
- **Particular Need / Disability:** Information on the student's particular needs / disabilities, particular requests, medication, health and safety issues (workshop related).
- **Education and Support:** Information on the student's previous school and the access arrangements granted by the ADSC for MATSEC.
- **Documents:** A list of the documents presented supporting the student's claims.
- **Declaration:** The IEU Registration Form is signed by the student (and/or his parents / Legal Guardians if under 16) acknowledging the details presented on the form.

5.7. At the end of the meeting, two copies of the completed IEU Registration Form are issued, both of which are reviewed and signed by the Deputy Director and the student or the parents/legal guardians.

5.8. One form is filed at the IEU while the other is kept by the student or the parents/legal guardians.

6. HANDLING AND DISTRIBUTION OF STUDENT INFORMATION

6.1. The information compiled through the IEU registration process is saved in a database containing the details of all IEU students. This database along with any scanned documentation is saved on the College server and treated in strict confidentiality in line with GDPR regulations.

6.2. In order to safeguard confidentiality, IEU students' data is extracted from the main database to produce a number of IEU Students Databases according to the various institutes / departments. These databases are communicated to the respective management, administrative staff , and course coordinators at the beginning of the academic year who in turn, relay such information to the staff members involved. The IEU shares such information through a system of shared folders which ensures that the accessible data remains updated. The shared folders structure is defined in DOC 267 IEU Shared Folders Structure which may be updated according to the current hierarchical structures of the College.

6.3. Such information may also be shared with professionals involved in the Vocational Education and Training, emotional and formative support of the student.

7. DROPPING ACCESS ARRANGEMENTS (AAs)

7.1. During the academic year, learners may decide to opt out of some, or all, of the AAs granted upon registration with the IEU.

7.2. This could be achieved through one or both of the following forms which should be submitted at the IEU:
- DOC 261 Declaration to Drop Access Arrangements - Subject TCAs is used to drop AAs either in all TCAs or in TCAs of specific subjects from that point onwards.
- DOC 260 Declaration to Drop Access Arrangements - Specific TCAs is used to drop AAs from a particular TCA on a given date while retaining the same AAs for other TCAs.

7.3. Either one of the declaration forms needs to be signed by the student or the parents / legal guardians if student is under 16.

7.4. Any dropped AAs can be provided again through a formal request to the IEU.

8. REFERENCE DOCUMENTS

- DOC 265 Application for IEU Registration
- DOC 261 Declaration to Drop Access Arrangements – Subject TCAs
- DOC 260 Declaration to Drop Access Arrangements – Specific TCAs
- DOC 267 IEU Shared Folders Structure
- DOC 268 IEU Registration Form