

PAIGNTON SEC INFO TECH TRAINING CENTRE LTD



SPECIAL NEEDS SUPPORT

It is the policy of Paignton Sec to view each learner as an individual and as such may have special needs in order to help them to achieve their training plan.

At the start of training all aspects of the plan are to be discussed and considered by all members of Paignton Sec who are involved in the process. Where there is a need the assessor is to consider the support needed to be put in place in order to meet the need and ensure achievement of the training plan.

These considerations are to take into account must include

- Legal obligation
- Equipment needed
- Physical access to facilities
- Additional staff time and travel costs
- Additional support needed from Paignton Sec

Where equipment is required or where additional costs will be involved each case must be discussed and agreed with either of the directors in order to ensure that the right support is to be put in place where every feasible.

When all needs are agreed this information is to be documented in the training plan and agreed by the assessor, the learner and where applicable the employer.

Pippa Garrigan
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