

How to register with the Open Learning Centre (OLC)

Special Educational Needs/ Disabilities Support Service in Cavan
Institute access@cavaninstitute.ie

Follow the 4 steps below

Disclose

- Disclose SEN/Disability on your application form.

Verify
SEN/Disability

- Complete the Student Support Form and forward it along with relevant documentation to **access@cavaninstitute.ie**

Needs
Assessment

- A member of the SEN Support Team will contact you to attend an appointment to complete a Needs Assessment.

Review

- Review supports and accommodations offered
- Sign contract with the OLC.

Disclose SEN/Disability on application form

Cavan Institutes encourages students with Special Educational Needs/Disabilities to disclose information of their disability/specific learning difficulty when they apply to the college or at any point during their studies.

Why should I disclose my Special Educational Need/ Disability?

The reasoning behind disclosure varies from person to person.

Registering the OLC allows you to avail of reasonable accommodations and supports during your studies. The most common supports that students avail of are exam accommodations, learning support , subject support, assistive technologies and more.

For more information on Disclosure <https://www.ahead.ie/disclosure>

Data Protection

- Cavan Institute cannot pass on personal or sensitive information without a student's written permission.
- When students register with the OLC, they are asked to sign a consent to disclose and share SEN/Disability information allowing the OLC to forward on any relevant information regarding their SEN/Disability and/or support needs to relevant teachers.
- For more information on how your personal data is stored, please look at the following <https://youtu.be/S5aM92ssPMk>

How to verify your SEN/Disability

- you must provide verification of your disability i.e. a Professional Report confirming a diagnosis from the appropriate consultant.
- Acceptable evidence of disability documentation is a report that meets the criteria as set out in the link below.
- Providers of reports must be appropriately qualified professionals and members of professional/regulatory bodies. Reports should be signed and on headed notepaper.
- **A General Practitioner own diagnosis of a disability/condition is not acceptable as evidence of disability for the purposes of the Fund.**

[Link Word document here titled Evidence of Disability](#)

Needs Assessment

- A member of the SEN Support team will contact you to attend an appointment to complete a Needs Assessment