



Learner Support Policy

DOCUMENT INFORMATION

Status: Approved by AIC Senior Management Committee

Responsible for implementation: AIC Academic Head

Responsible for review: AIC Dean

Current version review date: September 2024

Version Control

History of amendments	Version/ pages/ section affected	Summary of changes
Last amended September 2022		

The individuals or group responsible for this document have the authority to make changes to it whenever necessary. In the event of any amendments, all relevant personnel will be duly notified.

The document can be found on the AIC website at the following link:
<https://www.aicedu.lk/academic-progression.php>

Purpose

The Purpose of this policy is to ensure that all students receive the necessary advice, guidance and support in order to optimize their achievement on courses that are completely appropriate to their needs.

AIC is committed to pursuing high standards of support to all students with appropriate allocation of resources in order to implement this Policy fully, to the best of our abilities. This Policy Statement is to be reviewed according to necessity, as well as periodically every two years.



Honorary Dean

05/09/2022

Aims

In order to achieve this, AIC Campus will ensure that:

- All learners receive the appropriate advice or information specific to the course on which they wish to enroll.
- Endeavour to make the courses and learning as accessible as possible, in line with our Equality & inclusion Policy
- Be proactive in identifying, understanding and addressing learner support needs

Action

- All students will be encouraged to disclose their additional support needs before starting a course.
- Information on Learning Support will be provided to students in the Student Handbook.
- All students will be introduced to the Inclusion & Support team and offered a consultation with a member of staff to discuss their individual needs.
- All students who identify additional support needs will be invited for a personal interview (wherever appropriate) where the student will discuss and agree to a learning support plan.
- Learning support will be provided on an appropriate basis which will include individual support, group support, classroom support, specialist assessment, drop-in sessions, IT support and specialist equipment.
- The Inclusion & Support Team will liaise regularly with tutors to discuss individual learner progress and the provision of support, accessing external additional support services as necessary.
- All students will receive regular and constructive feedback from tutors on their progress.
- All students will receive comprehensive advice on progression routes.
- All students will have the opportunity to evaluate the advice, guidance and support they have received.
- All students will have the necessary support for their mental well-being. This is achieved by making sure that the curriculum incorporates top-notch psychoeducation and meta-learning, assisting students in enhancing their skills to effectively manage their well-being and learning process.