LICA policy on Inclusive Learning Support Plans (ILSPs), January 2023

# What is an ILSP?

An Inclusive Learning Support Plan (ILSP) is a document that provides a summary of a student’s individual circumstances relating to learning difficulties, disabilities and/or health conditions, and the reasonable adjustments needed to carry out their studies. It is a definitive record of their support while students at Lancaster University.

ILSPs strive to ensure students can participate equally in all aspects of teaching and learning.

According to Disability Service at Lancaster University, ILSPs can be used to support students with a range of disabilities and health conditions, including:

* Autism spectrum conditions or Asperger's syndrome.
* Dyslexia, dyspraxia and other specific learning difficulties.
* Mental health difficulties.
* Mobility impairments.
* Sensory impairments.
* Unseen (hidden) disabilities like epilepsy and chronic fatigue.

# What is the current process for obtaining and using an ILSP at the University and in LICA?

A student’s ILSP will be created at Lancaster University, following receipt of documents and information provided when they register with Disability Service. Once created, students can view their ILSP, and then agree to share it with relevant academic departments. ILSPs are living documents and can be amended if circumstances change.

In LICA, ILSPs currently are sent from Disability Service to Teaching Coordinators\* before/at the beginning of each academic year. They will forward the ILSPs to module convenors to read and provide reasonable adjustments to support the students. In modules with Associate Lecturers, ILSPs will be shared with them.

# How can LICA further support students with ILSPs? A policy.

While this process is helpful, students with ILSPs are not always aware that relevant staff have read their ILSPs and/or made reasonable adjustments on their behalf. LICA would like to make this process more transparent and to more actively engage students with ILSPs, thereby aiming to improve student experience and voice within the department.

As of October 2023, each of the subject areas\*\* in LICA will have in place a plan to actively support students with ILSPs and implement the plan. This plan will be reviewed and approved at the start of each subsequent academic year by the Director of Study for each section and the LICA EDI Chair/Co-chairs.

As each section is different in terms of how they interact with students, the following approaches may be considered (including a mix of these approaches or other alternatives):

* Module convenors reach out to individual students with ILSPs to offer an in-person or virtual meeting to discuss support needs and the reasonable adjustments to be made.
* Module convenors make an announcement in Week 1 of their modules, either in-person or online (e.g., on Moodle or Teams page), to ask if anyone, regardless of whether they have an ILSP or not, needs additional support. Module convenors to meet with relevant students to discuss support needs and the reasonable adjustments to be made.
* Academic Advisors reach out to individual students with ILSPs and feed this information directly to a central point of liaison (e.g., LICA Student Programmes Officer\*\*\*), who then will make information available to relevant staff (e.g., Associate Lecturers, Technical Services staff, visitors/guest lecturers who may be involved in modules.

The plan should be no more than 2 pages.

\* As of January 2023, LICA Teaching Coordinators are: Victoria Banks (Part I), Jane Hoctor (Part II) and Angie Stead (Postgraduate).

\*\* As of January 2023, there are five subject areas in LICA: Architecture, Design, Film, Fine Art and Theatre.

\*\*\* As of January 2023, the LICA Student Programmes Officer is Clare Coxhill.