



SPECIAL EDUCATIONAL NEEDS
SUPPORT @ SP



Towards an Inclusive Community

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VISION FOR SEN



“To build an inclusive community that promotes a culture of understanding and mutual support that enhances the learning experience and aids students with special educational needs to access education.”



SEN @ SINGAPORE POLYTECHNIC



Our approach is guided by the ecological model, which recognises disability as a diverse and inter-connection of an individual and their environment.

Individually

We work in partnership with students and provide tailored advice and services. We affirm your strengths and respect your experience.

Environmentally

Our initiatives serve to make Singapore Polytechnic become a fully inclusive tertiary education institution. We do this by providing advice and expertise on disability awareness, accessible built spaces, teaching and learning, support services and assistive technology.

This comprehensive approach will enable you to enjoy a fulfilling experience at Singapore Polytechnic and we look forward to make it happen together with you.





**PRE-ENTRY
SUPPORT**

ADAPT TO SP LIFESTYLE

- Orientation for students with special needs
- Procure support services or purchase Assistive Technology
- Provide counselling
- Visit Assistive Technology Library
- Provide support information to lecturers


**ENTRY
SUPPORT**

ENRICH YOUR SP EXPERIENCE

- Provide counselling
- Arrange for examination accommodations
- Participate in support group meetings
- Attend training sessions to enhance your stay and employability
- Providing you with support services and assistive devices
- Specialised scholarships if eligible
- Link you for internship opportunities

**POST-ENTRY
SUPPORT**

EQUIP YOU FOR LIFE AFTER SP

- Prepare you for your career/further education
 - Link you with our partners for employment opportunities
 - Provide support information for further education
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HOW WE WORK TOGETHER



#1 SETTING UP

At the start of each semester you'll discuss your needs and the nature of the courses you're taking with us. Most students find that their needs change and evolve during the course of their study.

#2 YOUR SUPPORT

Once we've identified your needs, we will tailor your support to meet these needs. This might include coaching by a SEN Advisor, liaising with academic staff, identifying places to rest, technology, test and exam arrangements or academic support.

#3 MAKING A PLAN

We can help you make a plan for the semester, which might include: identifying your strengths and goals, how often you'll engage with us, how much you want to disclose to others, and to determine out how we'll work together.





#4 GETTING CONNECTED

Creating good connections can help make SP feel more like home. We can connect you with your lecturers, counsellors, external support networks or like-minded students.

#5 CHECKING IN

During the semester, it's a good idea to check in with us to discuss your progress.

Most students do this once they start receiving course feedback. You might need the support you may not have anticipated.

#6 HOW ARE YOU DOING?

At the end of the semester, we encourage you to reflect on what worked for you and what didn't. How did you find the workload? Did you achieve your goals? Are you happy with the support you're receiving? This will help you plan for the next semester.

#7 LIFE AFTER SP

As you get closer to completing your studies, we can connect you with career counsellors and check that you have strong positive disclosure skills to ensure your needs can be met in the work place. We enjoy keeping in touch with graduates and are always keen to hear your stories.

THE SEN CENTRE

The SEN Centre focuses on creating an environment for students with special needs in SP, to feel at home. It is a one-stop space where students can obtain support and use the facilities that are provided to enhance their stay in SP. Visit us at T1721 and experience it for yourself.



Location

T1721

Opening hours

Mondays - Fridays

9am - 12pm/2pm - 5pm

Facilities

Counselling Rooms

Meeting Rooms

Activity Area

Pod Stations

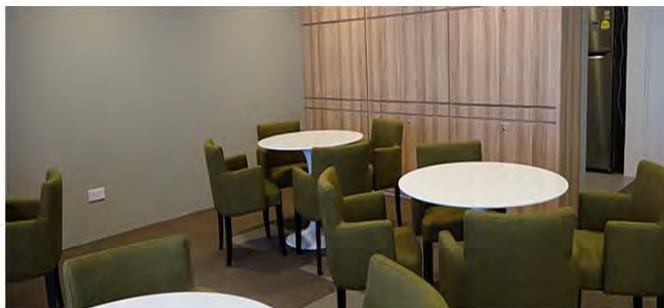
Adjustable-table Pod Stations

AT Device Library for loan and trial of AT Devices

Time-out Room

Clinical Rest Bay only for students with Special Needs

Special Education Resources



KEY SUPPORT SERVICES



We provide a wide range of services, which are tailored to your individual needs. By discussing your needs, the course you take and the current accessibility level of the course, you and your SEN Advisor can work out the services that are suitable for you.

THE SEN ADVISOR

...is your key point of contact to

- Work with you to identify and resolve learning and participating barriers in SP.
- Good knowledge of other services on campus.
- All SEN Advisors are disability professionals and would be best able to support you.

Come prepared for your appointments with your Advisor so that you can get the most from this valuable time!

EDUCATION ACCESS PLAN

...is a compilation of your goals.

- Your study aims
- Future direction
- Strengths
- Development needs
- Learning style
- Other people/agencies involved in your support
- Details of your general support needs and course specific needs

It is good to think about your goals for the semester before meeting your Advisor as we want to empower you to take ownership of your experience at SP.

EXAM ACCOMODATION

Accommodations are available for Exams. These arrangements can be recommended by your SEN advisor to the Exams Office.

NOTE-TAKING SERVICE

Tailored note taking is when a vendor is employed to take typed lecture notes for you. These are not full notes but are summaries of the lecture content. The notes will be made available to you after each lecture.

SIGN LANGUAGE INTERPRETATION SERVICE

Sign language interpreters help students with hearing impairment who use sign language as their preferred language. Interpreters are qualified professionals who follow a code of Ethics. They will interpret lectures and tutorials.

SPECIFIC LEARNING DISABILITY ASSESSMENTS

If you think you might have a specific learning disability, we can link you with suitable professionals to identify the issue and provide the support you may need.

ASSISTIVE TECHNOLOGY LIBRARY

@ the SEN Centre

ASSISTIVE TECHNOLOGY DEVICE LIBRARY

A range of Assistive Technology Devices are available for loan, trial and use at the SEN Centre.

Some examples of the devices are:

- Prodigy connect
- JAWS Software
- Zoomtext Large-Print Keyboard
- Ruby XL HD Magnifier
- Roger Inspiro
- Roger My Link
- Roger Pen

SEN FUND

Allows students with physical, hearing or visual impairment (PI, HI or VI) to have access to their institution's programmes and services, as well as learn to be independent learners and workers.

Students with (PI, HI or VI) can tap into the SEN Fund to obtain Assistive Technology (AT) devices and support services.

AWARD AMOUNT

Award amount is for the whole duration of the diploma course.



Physical Impairment
\$5,000



Hearing Impairment or Visual Impairment
Up to \$25,000

FAQS

Q1. Do I need to show you verification?

Yes. We do require verification of your impairment. Please bring any relevant supporting documentation you have, such as assessments or reports from health and education professionals such as doctors, psychologists, counsellors. **Nevertheless feel free to approach us even if you don't have a diagnosis. We will be glad to help.**

Q2. How do I apply for exams accommodations, for example, extra time?

Please **inform your Personal Tutor** that you would like to have exam accommodations. You must **fill in a form** that can be obtained from SP's website and **submit it with a relevant diagnosis letter** that was obtained within the last 3 years. It would be useful to include documentation of previous exams accommodations received during past national exams.

Q3. What do I need to bring for my appointment?

Information relating to your study, specifically:

- course codes
- outlines
- details of course managers, Personal Tutors and lecturers teaching you
- dates of tests and assignments (if applicable)

Q4. What can I expect from a Special Educational Needs Advisor?

Your SEN Advisor is a professional who can help you access education.

- Works with you to **create a support plan** based on your needs and your course of study
- **Identifies your**
 - Strengths
 - Potential barriers to your learning

Q5. What other support we provide?

- **Proactive things** you can do to ensure you make the most of your time in SP.
- **Offers useful information and liaise on your behalf with or advocate on your behalf with both academic staff and wider support networks.**

All the information you supply to us is private and will not be made available to any other departments in SP, except with your consent. The information you provide and the services you receive are not recorded on your academic transcript or diploma certificate.

In certain circumstances, it may be advisable that information relevant to your wellbeing or study may be shared between professionals within the SP to ensure that we are all working together to provide you with the best possible health care and learning environment. However, this will be discussed with you beforehand. If you have any concerns about privacy and confidentiality or would like more information before giving your consent, please talk to your SEN Advisor.

