

## The Personal Learning Plan (PLP)

The Personal Learning Plan (PLP) is a short, summary document which identifies recommended reasonable adjustments to meet the College's responsibilities under the Equality Act. It is prepared in collaboration with the student, involving staff in Schools as appropriate.

- The PLP confirms receipt of suitable evidence of the disability and student consent to share information.
- It lists recommendations for study support relating to teaching and learning.
- It directs staff to sources of general advice about the nature of a particular disability and describes, if necessary, any features or particular experiences individual to the student which might help understanding of the disability.

It is **not** designed to replace the need for a Personal Evacuation and Emergency Plan (PEEP), which is the responsibility of the Health and Safety Advisor, and it does **not** routinely list building adjustments or residential accommodation adjustments.

### Sharing the PLP

The PLP is stored in compliance with GDPR. After the student has consented to the information being shared, the PLP is made available to those staff who are involved directly in providing support or services.

### Staff responsibility: implementing reasonable adjustments

It is the responsibility of each member of staff to review the reasonable adjustments recommended and evaluate if they apply to their context. Where adjustments are regarded as good practice for **all** students (e.g. posting module handouts on Moodle in advance of a class) these are assumed rather than listed as an individual adjustment.

### Student responsibility

Students are encouraged to use the PLP as a basis for discussion about the nature of their disability/impairment with members of teaching staff.

Students receiving Disabled Students' Allowances (DSAs) should note that their Study Needs Assessment Report is **not** disseminated to College staff. It is the responsibility of the student to share this report if they wish.

### Making changes

The PLP is a working document and can be revised as needed. Students are encouraged to inform [wellbeing@rncm.ac.uk](mailto:wellbeing@rncm.ac.uk) if their circumstances change. Feedback from staff to ensure that recommendations are appropriate to the study context is always welcome, and if staff have any questions or concerns about the content of the PLP they should contact [wellbeing@rncm.ac.uk](mailto:wellbeing@rncm.ac.uk) in the first instance.