



TYPE: POLICY
SUBJECT: EQUALITY, DIVERISTY AND STUDENT SUPPORT POLICY
REFERENCE: LWP04
DATE OF POLICY: 1 st October, 2020
LAST REVIEWED:
APPROVED BY: Board of Directors
POLICY
EQUALITY, DIVERISTY AND STUDENT SUPPORT POLICY
<p>A. POLICY & SCOPE</p> <p>It is the policy of Learning Works to provide all students and staff with a safe, inclusive and equitable environment enabling all individuals to reach their full potential.</p> <p>Learning Works promotes equal opportunities and works and respects and adheres to the laws of the country in this respect. Learning Works adopts a zero-tolerance to discriminatory behaviour and harassment at the place of work and study.</p> <p>As an academic insitution as well as a company within the Vassallo Group, Learning Works embraces and adheres to the concept of equal opportunities for all irrespective of gender, physical abilities, secual orientation, age, family responsibilities and marital status as well as political and religious beliefs.</p> <p>Learning Works provides the student with the support required in order to sustain their development during the learning engagement during their course of study. Learning Works adopts</p>

a student centred approach respecting the needs of a diverse student population which is taken into accounting during planning, programme delivery and evaluation stages of the student life cycle. The student support policy provides a description of the services offered, referral procedure, confidentiality clause and an account of the student support services employed by Learning Works.

B. DESCRIPTION OF SERVICES

Learning Works provides the following services to students:

1. Counseling sessions

Based on a relationship of trust and confidentiality, Learning Works offers its students with support focusing on feelings, emotions, experiences and/or behaviour with the aim of facilitating positive change. Professional counsellors are engaged by Learning Works on a case by case basis.

2. Therapy sessions

Based on a relationship of trust and confidentiality, Learning Works offers its students with support focusing on personal and/or family therapy. Professional therapists are engaged by Learning Works on a case by case basis.

3. Learning support

Learning Works provides students with additional learning support in cases of learning difficulties. Dedicated teaching staff are engaged on this support service on the basis of a referral process (explained in the next section).

4. Assessment support

Learning Works provides students with additional assessment support in cases of learning difficulties. Dedicated teaching staff are engaged on this support service on the basis of a referral process (explained in the next section).

C. REFERRAL PROCEDURE

Students are either referred to administration team by members of the teaching community or by a direct request from students. The administration team at Learning Works evaluates the nature of the case and then refer to external professional services for needed intervention.

D. CONFIDENTIALITY

All cases requiring any form of student support are bound with full confidentiality and non-disclosure. Learning Works adopts a strict policy of confidentiality on all student support services offered to its students.

E. RECORD KEEPING

Cases which lead to a referral procedure are assigned to a member of the administration staff to maintain a record of the specific case and to ensure that follow up action is conducted. All records are kept in a confidential database to support student cases.

Charlo Bonnici
CEO