

STUDENT SUPPORT POLICY

ACCPI aims to provide a personalised, innovative teaching and supportive learning environment in which trainees receive a valuable educational and trainee experience. This occurs within a partnership framework in which trainees are responsible for their own learning, while being actively supported by the Association. While fostering independence and identifying and responding to individual student needs, ACCPI seeks to support each trainee to achieve their potential through early identification of, and response to, personal and academic issues which may have the potential to adversely affect their educational achievement.

This Policy provides staff and trainees guidance regarding their responsibilities to ensure that adequate support is provided to meet trainee needs. The Policy also aims to assist in the identification of trainees who require additional personal or academic support and to ensure appropriate interventions are implemented to enable such trainees to realise their full potential. The scope of the Policy includes trainees in all programs.

ACCPI Responsibilities

ACCPI will endeavour to identify trainees needing additional support so that the intervention is respectful, timely, equitable, consistent and procedurally fair. ACCPI will:

- have in place strategies to identify trainees who require additional support to achieve their academic potential;
- support the mental health and well-being of its trainee body through a range of educational and support initiatives;
- make information available about support services to staff and trainees, which can be readily accessed;
- encourage trainees with academic or personal support needs to access support from relevant internal and external support services;
- improve staff understanding to assist in the development of informed views, behaviours and attitudes towards trainees requiring additional academic or personal support;
- have effective procedures in place for the disclosure of information about trainees with academic or personal support requirements, which comply with Privacy legislation;
- have in place effective procedures for dealing with trainee incidents.

Whilst ACCPI is committed to providing a supportive environment, there are limits to the extent of the support which can be provided, and it is not the responsibility of ACCPI to replicate services that already exist in the community. ACCPI has its own policies and procedures for the maintenance of good conduct and safeguarding academic standards that apply to all trainees studying at ACCPI, irrespective of their specific support needs.

Trainers' Responsibilities

The trainers will implement processes for the monitoring of the progression of trainees considering matters such as:

- progression rate;
- overall progress towards completion of degree;
- previous failure to complete subjects;
- Romanian language proficiency;

- failure to complete subject assessment;
- allegations of academic misconduct; and
- attendance.

Trainee Responsibilities

Trainees are expected to:

- have an awareness of trainee conduct issues;
- seek relevant support/professional assistance where a physical or mental health issue is having or is likely to have an impact upon their academic progress;
- seek and follow advice from academic staff;
- fulfil academic requirements;
- achieve the minimum progression requirements as defined in the Training Regulations;
- pass the subjects as required and identified in the Training Regulations, including practical placements and clinical placements or other units of study as set down by the regulations;
- make ACCPI aware of any impediments to completing their academic requirements in a timely fashion;
- and make contact as soon as possible with the relevant Department should they receive any formal notifications regarding concerns for their progress or wellbeing.

Identification of Trainees Requiring Personal Support

ACCPI will seek to identify trainees requiring additional personal support, ensuring that early intervention is provided in a timely, equitable and consistent manner. Staff and trainees are encouraged to be alert to trainees who are consistently disruptive, aggressive, intimidating or otherwise in breach of the ACCPI Code of Conduct. A trainee may be identified as requiring personal support and intervention, for the purposes of this Policy, where their physical or mental welfare is reasonably considered to warrant some form of intervention by ACCPI.

A trainee may be identified as requiring additional academic support if they are not progressing satisfactorily, are potentially at risk of exclusion, or where their physical or mental wellbeing is reasonably considered to warrant some form of intervention by ACCPI. A trainee may require additional academic support due to a number of factors. These might include, but are not limited to:

- a physical and/or mental health condition;
- disability;
- a significant life stressor;
- Romanian language proficiency;
- family or carer responsibilities
- pattern of deferral:
 - failure to attend compulsory teaching and assessment components;
 - failure to complete a mandated assessment component, field or clinical work;
 - failure in the same assessment component twice;
 - unsatisfactory attendance record;
 - minimal training participation;
 - inability to complete the program within a reasonable timeframe;
 - pattern of seeking medical certificates or psychological counselling referrals around the examination period.



Management of Trainees who are Identified as Requiring Additional Personal Support

While all ACCPI staff should take action in cases where trainees are exhibiting possible signs of distress, how staff respond to the individual trainee will depend upon the nature and level of their distress. Staff should be aware of their own personal and professional limitations. Staff members who are concerned about the welfare of a trainee, should notify the program coordinator, who may refer the matter to the training Chair.

ACCPI provides a range of support services to assist trainees who are struggling with study demands. These include:

- Program and enrolment advice (Student Business Centre - SBC);
- Study support;
- Library support;
- Misconduct advisory support (Secretariat).

It is important that trainees obtain appropriate timely support once a need has been identified so that support strategies can be implemented prior to trainees becoming at risk of academic failure.

If a trainee does not respond to the communication/invitation from ACCPI regarding additional support, enrolment restrictions may be initiated for the following year to avoid the trainee becoming at risk of academic failure.