

Appendix B - Disability Link Tutors

Disability Link Tutors are based within all departments, DLTs have the following responsibilities:

- To be a departmental point of contact for disabled students.
- To be a departmental point of contact for D&I.
- To circulate Inclusion Plans and Personal Emergency Evacuation Plans (PEEP) to staff within the department, ensuring that disabled students have access to all reasonable adjustments, which includes the department supporting disabled students during an emergency evacuation as detailed within their PEEP.

Heads of Department have responsibility for appointing a DLT. Departments also find it useful to nominate administrative staff to take a coordinating role in this area. D&I provide information, advice and guidance to DLTs as and when requested, in addition D&I provide three DLT Sessions per year to support tutors undertaking this role.

Disability Link Tutor Role Description

The Disability & Inclusion Team

The D&I Team provides information, advice and guidance for disabled applicants/students and staff of the University of Chester. The D&I Team aims to inform disabled applicants/students of the many reasonable adjustment options available to them whilst they study.

The Disability Link Tutor Network

The overall purpose of the Link Tutor Role is to strengthen the links between the D&I Team and academic departments in order to provide efficient and effective D&I support to disabled applicants and students. The network aims to develop good two-way communication between the D&I Team, students and academic departments and to help the D&I Team benefit from the professional/subject expertise and in depth knowledge of the students held by the Disability Link Tutor.

Key Areas of Involvement

- To act as a departmental point of contact for students on disability matters, to refer students to the D&I Team as appropriate and to help ensure that PATs are familiar with the work of the D&I Team.
- To act as a departmental or programme point of contact for the D&I Team, in particular to disseminate Inclusion Plans (IP) and to facilitate the implementation of the recommendations in the IP.
- To meet or designate a suitable departmental colleague to meet with D&I and the student to co-author any PEEP documents. This is required to ensure the student's health and safety during an emergency evacuation.
- To act as a departmental/programme point of contact when Student Case Conferences are held.
- To take part in Disability Link Tutor meetings each term to discuss the implementation of IP and effective support for disabled students.
- To feedback staff and students' views and needs to the D&I Team.
- To provide advice on subject specific support.