### A Series of Fact Sheets for Students

# Learning Access Plans (LAPs)

This fact sheet details information on who needs to see your approved Learning Access Plan, the importance of meeting relevant staff to discuss your plan, and how you can email it out to relevant staff.

Student Responsibility Checklist

## Who needs to see my LAP?

Your Learning Access Plan (LAP) contains the University’s written confirmation of approval for the provision of services and study accommodations relating to your disability and/or health condition. Now that you have received your approved LAP it is your responsibility to meet with University staff to initiate the implementation of the services and accommodations that you require.

Please introduce yourself to the UTAS staff members from whom you require services or study accommodations. Please provide them with a copy of your LAP and discuss your approved requirements.

1. ***Always*** provide copies of your LAP to relevant academic staff:
	* Unit Coordinators and Tutors – in accordance with deadlines listed on the LAP:
		+ Within 10 days of receiving confirmation; OR
		+ By the end of week 2 of each new semester.
	* Lecturers (where relevant)

***Null and Void statement*** – failure to meet these deadlines can result in you having to make another LAP application.

1. ***Additional UTAS*** staff requiring a copy of your LAP, relevant to your individual needs, can be identified by using the checklist below:

*Academic School/s*:

* Degree/Course Coordinators
* Workplace Practical Experience Placement Coordinators
* Computer or Science Laboratory Supervisors
* Field Trip Organisers

*Other*:

* Student Adviser
* Library Contacts
* Residential Accommodation Services

Meeting Relevant staff
Remember, sending an email containing your LAP is one step in ensuring that you get the support and accommodations that you require. It is always beneficial to meet the relevant staff member in person if you are an on-campus student. Nevertheless, emailing your LAP is a great first step in this process.

If you are an off-campus student or studying a unit by distance, then it is effective to ask to arrange a time that you can meet via phone or skype with relevant staff to discuss your LAP.

Some Hints:

* Always use your UTAS email address rather than a personal email address
* Within any communication to staff include your full name and your Student ID
* When addressing staff in your emails don’t worry too much about official titles, the most important thing is to get your email written and sent
* Keep the emails that you send because:
	+ you can use them next semester as a guide; and
	+ they will provide a record of you attempting to contact relevant staff within the appropriate time-frames as stated in your LAP
* Always try to send separate messages for each unit
	+ - Always include the unit code and unit title in your email communication
		- Remember, staff teach multiple units. Including this information makes it easier for them to know exactly who is sending the information.
* Please refer to the first page of this fact sheet which details “Who needs to see my LAP” to ensure you have sent your LAP to all relevant staff.

Template Letter to Staff about your College approved LAP

The following information can be used as a guide to ensure that your approved LAP is passed on to the correct staff.

It is best to meet in person with relevant staff but in some situations this may be problematic and you may need to email a copy of your approved LAP to the staff member directly.

The below information is only a guide, please feel free to change the text as you see fit.

## Example of email to Staff about your LAP

**For the email template below, please replace the information in “< >” with your own specific information.**

**For example, name the email subject line:**

“Copy of my approved LAP for Semester 1, 2019”

or

“Copy of approved LAP for *<insert name here>*, Semester 1, 2019”

**Information within the text of the email:**

Dear *<insert staff name here>* & *<insert staff name here>*

My name is *<insert your name here>* and I am enrolled in the unit of

*<insert unit code here e.g. KHA106> <insert unit name here e.g. Psychology in Action>*.

Please find attached a copy of my college approved Learning Access Plan that gives some details of my situation.

Please let me know if you have any queries about the attached information.

I have sent this message to *<insert staff name here>*, as I am in their tutorial group.

I will introduce myself to you when there is an appropriate chance.

Regards

*<insert your name here>*

Student ID #*<insert your student ID here>*

Optional Information to send to Staff
There may be other information that you wish to insert. For example, you may wish to put in a request to meet the relevant staff member at a time that suits you and them.

It is always optimal to look at the Unit Outline before sending your LAP to relevant staff. This way, you will know if there are any assessment tasks or other possible issues that you may need to raise with staff, such as:

* In-class tests;
* Online quizzes;
* Tutorial Presentations.

For example, you might need to include in your email:

*I have noticed in the Unit Outline that there is an in-class test in Week 6. I will make sure I talk to you directly at least 2 weeks before this, so that we can confirm my arrangements as per my attached LAP.*

*OR*

*I have noticed in the Unit Outline, that all students need to nominate a time for a tutorial presentation. Can I come and see you as soon as possible to discuss this task?*

## Contact details

For further information, feel free to contact your specific Disability Adviser or Disability Services at:

Phone: 1800 817 675

Email: Disability.Services@utas.edu.au