



Institiúid Teicneolaíochta Trá Lí  
Institute of Technology Tralee

**DISABILITY  
SUPPORT SERVICES  
GUIDE**

*July 2008*

## **About this guide**

The aim of this guide is to assist Students with Disabilities, a Specific Learning Difficulty (including Dyslexia) or Learning Difference. It provides information on the supports available at the Institute of Technology Tralee. It also makes recommendations on how to prepare for third-level and how to access the available supports.

Any applicants whose disability prevents them from reading this guidebook should contact the Institute of Technology, Tralee. We will be pleased to make this guide available in an alternative format.

### Contact Details:

Valerie Moore  
Access Officer  
Institute of Technology Tralee  
Co Kerry

Tel 066 7191682  
Fax 066 7145605  
Email [valerie.moore@ittralee.ie](mailto:valerie.moore@ittralee.ie)

## **A note from the President**

The Institute of Technology, Tralee welcomes applications from all students. We pride ourselves on being a friendly, caring institution and we provide a broad range of support services to ensure you succeed in your chosen course with us. This guide provides information on applying for a programme of learning at the Institute and the range of support services available to Students with Disabilities. In recent years an increasing number of students with disabilities have successfully completed courses in this Institute.

The Institute liaises regularly with the Department of Education, Awarding Bodies, the Association for Higher Education Access and Disability (AHEAD), the Irish Wheelchair Association, Kerry Network of People with Disabilities, Kerry Deaf Resource Centre and the many specific support organisations to ensure that all students with disabilities can participate fully in the academic and social life of the Institute.

Our campus facilities offer you the highest quality educational environment and the structure of many of our courses offers you flexibility to achieve your goals and progress from Higher Certificate to Ordinary Degree to Honours Degree. Alternatively, you can choose a stand-alone degree from the numerous courses available. On completion of your Bachelor's degree, we also offer post-graduate research Masters or PhD degrees in many disciplines.

Tralee is a modern town with excellent accommodation, travel, shopping, and recreational facilities making you feel at home. The wide variety of sport and leisure activities available in the Institute and Tralee will allow you to make many new friends and ensure your time in IT Tralee is an enjoyable one.

Finally, I would like to thank you for your interest in IT Tralee. Whether you decide to join us now or in the future, we are always happy to meet and assist you.

**Michael Carmody, President**

## **About IT Tralee**

### **NORTH CAMPUS**

The Institute's new North Campus on a 25-hectare site is an important addition in the Institute's development, providing state-of-the-art facilities for our increasing student numbers. The new campus at Dromtacker provides major facilities in Business, Information Technology, Computing, Hotel, Catering & Tourism as well as the Solas Centre for clinical studies, the Student Support Services Centre and a Business Incubation Centre.

Further phases of development include a dedicated Library, a Health and Leisure Studies building and all weather grass and playing pitches.

Kerry Technology Park, which shares an integrated educational and industrial campus with the Institute, is already the focus of major new enterprise and employment initiatives. It is a particularly exciting time for students, staff and the community served by the Institute.

### **SOUTH CAMPUS**

The Institute's South Campus is based in Clash West. This campus provides excellent state-of-the-art, high-tech laboratories and lecture theatres for students taking courses in Engineering and Construction Studies, Health & Leisure Studies and Chemical and Life Sciences.

The SHAPE Centre with its top-of-the-range gym and weight equipment and special sports, fitness and leisure facilities, is based in the South Campus.

### **THE BUILT ENVIRONMENT**

The Institute's North Campus opened in September 2001. This building meets with the requirements of the current Building Legislation for access for people with disabilities.

The South Campus buildings are in existence since the 1970s and in recent years significant work has been completed in the main student areas of the campus to render the buildings more accessible.

There is dedicated parking on each campus for students with disabilities and/or their drivers near each entrance to the Institute.

Orientation is available to assist students to become familiar with the campus. Students are encouraged to make known to the appropriate staff and fellow students any obstacles which may obstruct their progress on campus.

## Equal Opportunities

IT Tralee has an equal opportunities policy to underline its commitment, as an Institute of Higher Education, to the provision and promotion of equality of opportunity. Each student is entitled to equality of treatment and opportunity based on individual merit, and without regard to family or marital status, sex, age, colour, creed, disability or ethnic origin.

As part of our policy we promote staff training and development in the area of disability awareness and inclusive practices and student awareness through our Disability Representatives network and welfare days.

Visit the ITT website at [www.ittralee.ie](http://www.ittralee.ie)

### DEFINITION OF DISABILITY

The Institute, in keeping with the Equal Status Act, adopts a broad definition of disability, which attempts to encompass all conditions that can amount to a disability. The term disability will apply in the case of

- Physical disability
- Sensory disability
- Learning Disability
- Significant Health Condition
- Hidden Disability
- Mental Health Disability.

### CONFIDENTIALITY

The Institute respects the student's dignity, independence and confidentiality in the provision of its support services

### STUDENT ADMISSIONS

For most of our 1<sup>st</sup> year undergraduate<sup>1</sup> programmes, students must apply through the Central Applications Office (CAO). Although you are not obliged to do so, if you have a disability or learning difference you are encouraged to indicate this on the Application Form.

The CAO will then contact you to obtain details of the supports that you require, medical evidence of your disability and, where available, an academic reference profiling supports received so far. The CAO will forward these details to the Institute. This allows the Institute to consider, in consultation with you, any specific support needs that you might have.

Applications for Institute programmes which are accredited by Fáihte Ireland are made directly to Fáihte Ireland. There are some exceptions and the Institute's prospectus provides specific detail on application procedures. Applicants are asked by Fáihte Ireland to advise them of 'any special needs you would wish to be taken into account during your training'.

**The Institute recommends that you contact the Access Office prior to your application to discuss your disability or learning support needs.**

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<sup>1</sup> A person who is studying for a course up to degree level for the first time

You may be assured that the declaration of a disability or specific learning difficulty is designed solely to enable the Institute to support access to higher education by students with a disability or learning difference. Disclosure will not adversely affect your application or your legal rights in any way. Full disclosure is recommended to ensure that your particular needs are known and planned for.

The Institute's Open Day takes place each November. We encourage you to attend this event. At that time or before submitting your college application we recommend that you contact the Access Officer or Dyslexia Support Tutor to discuss your support needs.

**Why not visit Able 4 College at <http://www.aheadweb.org/wiki/Able4College>**

## **STUDENT RECORDS**

How do students enroll for the Disability Support Services?

- Declare a disability or specific learning difficulty on your CAO application
- Indicate that you have a disability on the Institute's registration form
- Complete and return a Disability Support Services Form which is sent to you by our Admissions Office in your Institute registration pack

The nature and type of disability declared by the student is recorded on the Institute's student database. For example, 'Hearing Impairment' may be the type of disability and the nature of disability might be 'Hard of Hearing' or 'Deaf'. Individual student records relating to a student's disability, support needs and documentary evidence are held in the Access Office.

As a Student enrolled with the Disability Support Services you will receive regular communication from the Access Office on the services and supports provided at the Institute. Other relevant information, for example, graduate opportunities and correspondence from AHEAD, the Association for Higher Education Access and Disability might also be circulated.

Higher Education Institutes are required by the Higher Education Authority (HEA) to gather information at registration on students' social, economic and cultural background. The purpose of gathering this information is to measure equality of access to higher education and to put in place the resources needed to attract and support students of all backgrounds. As with all information gathered during registration, the responses gathered on student background are confidential and the Institute has a data protection policy in place. Individual student data is returned without names and addresses to the HEA and the personal information you provide will never be disclosed without prior consent to any third parties such as government departments, social welfare, vocational education committees or local authorities. The information will be gathered in accordance with the Data Protection Acts 1988 and 2003 to protect your right to privacy.

## **DISABILITY SUPPORT SERVICES**

All enquiries are dealt with on a strictly confidential basis and communication with staff takes place only with the consent of the student.

### **STUDENTS WITH DISABILITIES/SIGNIFICANT HEALTH CONDITIONS**

The Institute is committed to supporting your progress through your studies and is continually working to enhance the facilities available. In response to a student's individual needs and with the support of the ESF Fund for Students with Disabilities, students currently avail of some of the following supports:

- One-to-One Orientation of Institute Supports and Services
- Learning support needs assessment
- Individual Learning Requirements document to inform staff of support requested
- Library Access & Orientation
- Information in accessible formats
- Dedicated Equipment and Assistive Technology
- Specific Examination Accommodations e.g. extra time, special paper, own room
- Sign Language Interpreters
- Readers
- Scribes / Note-takers
- Personal Assistants (see page 16)
- Additional Tuition
- Supported Transport arrangements
- Financial Assistance in cases of serious financial difficulty
- Peer Support from the Student Disability Representatives

**For further information please contact:**

**Access Officer: Valerie Moore**  
**Tel 066 7191682 Fax 066 7145605**  
**Mobile 086 3682453 (with text)**  
**email [valerie.moore@ittralee.ie](mailto:valerie.moore@ittralee.ie)**

### **STUDENTS WITH A SPECIFIC LEARNING DIFFICULTY (INCLUDING DYSLEXIA) OR LEARNING DIFFERENCE**

The Institute offers specialised support to help you progress through your course work. A dedicated support tutor is available to:

- Discuss, explore, clarify any learning differences experienced
- Initiate a programme of learning support
- Introduce suitable computer or other technical support
- Liaise with lecturing/support staff where necessary

**Dyslexia Support Tutor: Siobhán MacGarry**  
**Tel 066 7191678 Fax 066 7191630**  
**email [siobhan.macgarry@ittralee.ie](mailto:siobhan.macgarry@ittralee.ie)**

## **Request a copy of the Institute's Student Handbook for Students with a Specific Learning Difficulty (including Dyslexia) or Learning Difference**



### **ESF FUND FOR STUDENTS WITH DISABILITIES**

The ESF Fund for Students with Disabilities is funded by the Department of Education and Science under the National Development Plan 2000-2006 with assistance from the European Social Fund. The Fund provides grants towards the provision of services and the purchase of equipment for students with disabilities attending courses in Third Level Institutions or Post Leaving Certificate Courses. The scheme applies to students who have serious sensory, physical and/or communicative disabilities. The range of provisions supported to date include personal assistants, sign language interpreters, note takers, transport, photocopying, additional tuition, laptop computers and specialised software, tape recorders, dictaphones, radio aids and other items of assistive technology.

The purpose of the scheme is to provide the students in question with assistance and/or equipment to enable them to enter, partake in and complete their course of study.

### **IMPORTANT NOTE**

Students are advised to complete all the Disability-related forms sent by the CAO, Fáilte Ireland or the Institute and to gather complete documentation pertaining to your disability or learning difference i.e. medical evidence, any needs assessment papers and educational psychologists' reports. This documentation will be necessary for the purposes of applying to the ESF Fund for Students with Disabilities for disability-related supports. The Access Officer or Dyslexia Support Tutor will assist you with these funding applications after registration. If you do not possess such documentation, you are advised to provide it as a matter of priority. The CAO specifies a deadline for returning this documentation each year. Failure to submit this documentation by the date specified by the CAO may lead to a delay in providing the required supports.

### **CONTACT US EARLY**

You are advised to contact the Access Officer or Dyslexia Support Tutor at the Institute at the earliest possible opportunity prior to applying for your chosen course of study. This contact gives you the opportunity to explore the supports available at the Institute and to inform the Institute of your needs.

**It is strongly recommended that, prior to applying to the Institute, you attend the Institute's Open Day. This takes place each November and it includes a dedicated seminar on access to the Institute for Students with Disabilities. Students are advised to initiate direct contact immediately after Open Day with the Access Officer or Dyslexia Support Tutor and the appropriate Head of School or Head of Department at the Institute. From that time, ongoing contact with the Institute is recommended.**

## **REGISTERING AT THE INSTITUTE**

Once you have been offered a place at the Institute, Students with Disabilities/ a Specific Learning Difficulty (including Dyslexia) or Learning Difference are advised to complete and return the **Services to Students with Disabilities Form**, which is provided as part of the Student Registration Pack. This form is sealed in an envelope, which is then passed by the Admissions Office to the Access Office. Students are registered as Students with Disability or Learning Difference, as appropriate, on the Institute's Admissions system and in the Access/ Dyslexia Support Office's records. Where liaison occurs with the student's lecturers or academic department, these lecturers and department staff may hold relevant correspondence on file.

## **Other Student Support Services**

IT, Tralee has developed a range of student support services to assist students with their academic development and with personal matters. We are dedicated to your education and our friendly support service plays a vital part in your success as a student. Our team can help with most enquiries and when we can't we will point you in the right direction. The Student Services Office and the Students' Union co-operate in the provision and development of student services. As well as offering advice and support, the Student Services Office also co-ordinates all the activities on campus. Services include:

### **STUDENT ORIENTATION**

When you first arrive to commence your course of study at IT Tralee, you will participate in our Orientation Programme for all 1<sup>st</sup> year students. The aim of the programme is to advise you of all the institute services and this will help you in the transition into third level education. Modules of this programme include accommodation & finance, study skills, access, counselling, health & welfare, sports, societies, students' union and career guidance. We also run fun activities and give college tours and hold competitions. This is a good way to get to know your fellow classmates and your way around the campus.

Students with Disabilities / Learning Differences are invited to attend a one-to-one orientation with the Access Officer or Dyslexia Support Tutor during the first weeks of term.

### **HEALTH CENTRE**

A student health service is provided within the Institute. A nursing service is provided five days a week during the academic year. A doctor also attends in the medical centre on a part-time basis. There is also provision for professional confidential psychological counselling services as required. In addition to general medical services, the centre arranges on-going programmes on preventative medicine, occupational health, health education and healthy lifestyles.

### **COUNSELLING SERVICES**

Student Counselling is a specialist service, sensitive to student development and offers support during times of need. Counselling provides an opportunity for students, individually, to talk about and explore issues of concern, in a safe, non-judgmental environment. Counselling aims to help students become more effective and resourceful in their academic, social and/ or personal lives. Counselling is confidential and is available on campus.

## **CHAPLAINCY**

The Institute has two chaplains, one full-time and one part-time. The chaplains provide a range of services to students including pastoral care, counselling support, faith development etc. The Chaplains operate an open-door policy. They welcome students from all denominations and none. They keep contact with representatives of all faiths in the community.

## **SOCIETIES**

Education is so much more than developing academic skills. An essential part of your college experience is meeting new people, forming new friendships and getting involved in new and exciting activities. A Society is a voluntary group coming together for this purpose. These groups set out specific aims and undertake certain activities. While Clubs refer to sport and recreational activities - Societies refer to the arts, music, social awareness and general interest groups.

### **Societies available:**

Mature Students	Campas Glas	Tourism
European	Film	Toastmasters
Civil Engineering	Institute Choir	Drama
Institute Radio	Creative Writing	Photography
Art	Science	Marketing & Business
Cumann Gaelach	Music	Drama
Catering	Chess	Comedy
Mentoring	LGBT	Young Agricultural Engineers

## **SPORTS CLUBS**

Students in IT Tralee have a choice of over thirty clubs to choose from, competing at the highest levels in inter-Institute and inter-varsity competitions, while in-house competitions encourage maximum participation by all students. If you are not involved in competitive sports, you are encouraged to participate in recreational sports where, again, the choice is extensive. Involvement in sports provides many opportunities to meet new friends, develop new skills, travel and generally contributes greatly to your academic and personal development. Sports clubs include:-

Aerobics	Judo	Ladies Rugby
Athletics	Kickboxing	Ladies Soccer
Badminton	Karate	Men's Soccer
Ladies Basketball	Ladies Football	Indoor Soccer
Men's Basketball	Outdoor Pursuits -	Swimming
Boxing	(Surfing, Sailing,	Sailing
Camogie	Kayaking/canoeing,	Squash/Racquetball
Hockey	Rock-climbing,	Tae Kwon Do
Golf	Abseiling,	Tennis
Handball	Orienteering,	Volleyball
Football	Hillwalking)	Weight Training
Hurling	Rugby	Olympic Handball
	Rowing	

## **ACCOMMODATION SERVICE**

If you require information on accessible accommodation, then please contact the Chaplain, the Access Officer or Student Support Services at the Institute.

Besides your course of study, probably one of the most important aspects of life as a student is your accommodation. The range and quality of accommodation on offer to IT Tralee students reflects the needs of an expanding student population. The town's proximity to the college means that there is a wide range of accommodation available to students nearby.

A number of accommodation facilities have been recently built in Tralee specifically geared for students. During the academic year 2004/2005, rent for houses, apartments and digs ranged from €40 to €90.

The Student Services Office produces an accommodation booklet listing suitable student apartments, hostels, houses, flats and digs.

The Office also issues an Accommodation Information/ Advice Booklet. Booklets are available from the Student Services Office at the start of the academic year. Additional information on accommodation is provided through the Students' Union Handbook.

## **STUDENT TRAVEL**

With improvements in transport and communications, Tralee is accessible from any part of Ireland. Road, rail and bus links to Tralee offer students a wide choice of travel options. Tralee Bus and Rail Station provides links to all major provincial centres. Private bus services offer students alternative transport arrangements on a number of key routes and special provision is made at weekends with coaches travelling many routes not covered by scheduled bus services.

Kerry County Airport now provides an essential national, cross-channel and international air link for the whole southwest region. It is now a key element in developments relating to industry, commerce, employment and education for the region.

Through the Students' Union USIT Office, students can avail of a range of national and international student travel concessions.

## **KERRY COMMUNITY TRANSPORT LTD - "YOUR COMMUNITY BUS"**



Kerry Community Transport Ltd aims to provide an integrated, accessible and affordable public transport system that links individuals living in rural communities with local services and facilities. All services operate semi flexible routes throughout the county and can deviate up to 2 miles to collect customers at their own doors. Currently 40% of our services are provided by fully wheelchair accessible buses.

The cost of most services is €4 single or return. Free Travel Passes are accepted on all routes. For information on a service in your area please ring lo-call 1890 528 528 or 066 7147002 Monday to Friday (9.00am to 5.30pm).

*Kerry Community Transport is funded by the Department of Transport's Rural Transport Initiative as part of the National Development Plan.*

## **THE STUDENTS' UNION AND USIT OFFICE**

The Students Union (SU) at IT Tralee is at the heart of student life, run by the students for the students.

Registered students elect Students' Union officers for a period of one academic year. In addition to the elected officers, there is a network of Student Disability Representatives and Student Class Representatives who liaise with Union Officers on student issues and needs. The SU is the only representative body for all registered Institute students in terms of issues affecting students, student support, recreation and travel. Two elected student members sit on the Governing Body of the Institute.

Your life as a student will be enhanced by active participation in and support for the work of the SU. Involvement in student affairs is a rewarding experience, which will contribute to both personal satisfaction, and worthwhile practical organizational experience.

## **INTERNATIONAL STUDENT LIAISON**

In response to an increasing enrolment of international students, particularly from the European Union, the Institute has established an International Student Liaison service which includes initial Institute contact and on-going liaison with European students, their home Institutes and staff, and a range of services including student orientation, language training, accommodation services.

Similarly, IT Tralee students are availing of the increasing opportunities for study and work experience in Europe. They receive assistance with travel, accommodation and academic arrangements for their time in European Institutes. The exchange of students has added a very practical and rewarding European dimension to IT Tralee.

## **CAREERS OFFICE**

With the number of courses and graduates continuing to grow, IT Tralee has developed a comprehensive Careers Service that includes:

- Careers Fairs
- Job Register and Newsletter
- Graduate and Employer Data Base
- Application and Interview Guidance

IT Tralee graduates are highly regarded by employers. Indigenous and Multinational companies make direct contact with the Institute for recruitment purposes. Many high profile national and multinational companies visit IT Tralee annually to make presentations to graduating classes. Many former graduates of the Institute return to talk to students about their experience as a student and their new life in today's workforce. Throughout the year, the Careers Office arranges a programme of mock interviews, guest lectures and site visits to prepare students for job opportunities.

**Have you seen the 'Quest for Learning' website  
<http://questforlearning.org/index.html>**

## Financial Support

Following are some of the available supports, however check locally for others e.g. through your local VEC, Financial Institutions, your local Partnership and Community Development Group.

### A. MAINTENANCE GRANTS

Students attending full-time **Higher Certificate** or **Ordinary Degree** courses may be eligible for the Third Level Maintenance Grants Scheme. This scheme is administered by your local VEC and eligible applicants will have their grant paid directly into their bank accounts each month during the academic year.

#### MATURE STUDENTS FALL INTO ONE OF THE FOLLOWING CATEGORIES:

- Dependent' which means that the applicant meets the age criteria, i.e. age 23 years or over on 1st January of year of entry, and has been residing with their parents since October of the previous year. These applications will be means-tested based on their own income and on their parents' income.
- Independent' which means that the applicant meets the age criteria, has been resident outside the parental/family home since October of the previous year and is therefore assessed on their own means. In the case of an independent mature student, the student's income for the purposes of the means test shall be that of the student and his/her spouse, if applicable.

**Honours Degree** students attending the ITT on a fulltime basis and who are eligible for a maintenance grant should apply to the VEC Scholarship Scheme. Successful applicants will be paid during the academic year, usually once every 3 months.

### SPECIAL RATES OF MAINTENANCE GRANT

Students may be eligible for the special rate of maintenance grant, which is often called the 'top-up' grant, where the student or their family is in receipt of certain welfare payments prior to entering college.

### B. BACK TO EDUCATION ALLOWANCE (BTEA)

The BTEA is an educational opportunities scheme for unemployed people, lone parents and people with a disability who are getting certain payments from the Department of Social and Family Affairs.

The allowance is payable to people who wish to pursue approved second or third level education courses. BTEA is not an unemployment payment.

Participants receive a standard rate of payment which is not means tested, so you may also work without affecting your payment. You keep entitlements to any secondary benefits you already have under the Supplementary Allowance Scheme e.g. Christmas Bonus, Fuel Allowance, Diet Supplement. However, any increase in income may affect your Rent/Mortgage Supplement.

The allowance is payable for the duration of the course - this includes all holiday periods except for candidates on the live register who are not eligible to receive BTEA during the summer holiday period.

Any Maintenance Grant you may receive will not affect your payment. When you have been accepted on a course, you should notify the Department of Social and Family Affairs by completing the form BTE 1 which is available from your local Social Welfare Office or the Departments Information Service.

In addition to your weekly payment, you will also be entitled to an annual allowance towards the cost of your studies. In 2006, the annual Cost of Education allowance is €400.

AS ENTITLEMENTS ARE SUBJECT TO CHANGE, PLEASE CHECK THE MOST UP TO DATE INFORMATION REGARDING BTEA WITH THE DEPARTMENT OF SOCIAL & FAMILY AFFAIRS AT THE APPROPRIATE TIME.



The Department of Education and Science funds the following initiatives under the National Development Plan 2000 - 2006 with assistance from the European Social Fund.

### **C. ESF STUDENT ASSISTANCE FUND**

This fund is intended to tackle educational disadvantage by providing financial support to students who are experiencing severe financial difficulties, to enable them to fully benefit from their third-level studies. Students may apply to the Access Officer or the Chaplain for assistance.

### **D. THE MILLENNIUM PARTNERSHIP FUND**

This takes the form of a 'bursary fund for targeted individuals attending/ studying for certified higher education courses'. The categories identified for eligibility for this fund include people on low incomes, people with disabilities, travellers, mature students and lone parents. Students should contact their local Partnership Company or Community Development Group for more information.

### **F. CHILDCARE**

The Institute of Technology, Tralee is working towards providing an on-campus crèche facility for student parents. In the meantime, student parents experiencing financial difficulty can apply for a contribution towards their childcare costs from the Student Assistance Fund. Please contact the Access Officer or the Chaplain for more details.

### **Other Supports**

#### **BENEVOLENT FUND**

The Chaplain administers the Benevolent Fund on a strictly confidential basis. It is possible to obtain a grant or a short/ long-term loan to help you overcome problems, which may be causing academic or personal difficulties.

## **Freedom of Information**

The purpose of the Freedom of Information Acts, 1997 and 2003 is to provide access to information held by public bodies to the greatest extent possible, consistent with the public interest and the right to privacy.

The Acts establish three statutory rights for all members of the public:

- The right to access records held by Government Departments and other public bodies listed in the Act
- The right to have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading and
- The right to be given reasons for decisions taken by public bodies that affect them.

The role of the Freedom of Information Officer is to advise and assist with any requests under the Freedom of Information Act. For further information contact:

**Freedom of Information Officer: Brenda Clifford**

**Tel** 066 7145694

**Fax** 066 7145648

**email** [foi@ittralee.ie](mailto:foi@ittralee.ie)

## Sourcing a personal assistant

Where a student with a disability needs assistance to source a Personal Assistant to access and to participate in their chosen course of study, the Institute of Technology Tralee offers the following support:

1. Assist the student to produce a job description and a person specification for the role. The Institute will refer the student to the AHEAD/DAWN publication *The Educational Support Workers Handbook* for best practice guidelines.
2. Circulate the job description and person specification through the Irish Wheelchair Association Kerry branch, West Limerick Centre for Independent Living, FAS and relevant support agencies, for example, the National Council for the Blind, Kerry Deaf Resource Centre, and Kerry Network of People with Disabilities. The job description and person specification will also be circulated to the Students' Union, ITT's Postgraduate Research students and ITT's graduates through the Institute's Careers Office.
3. Interested candidates will be interviewed by the student and where required by the student a member of Institute staff or the Students' Union can be available to assist with the interview process.
4. The student will be advised on best practice with regard to short listing candidates and recording outcomes.
5. The PA chosen by the student will be required to register with the West Limerick Centre for Independent Living through which all remuneration will be made.
6. Where a student has been awarded a PA allocation from the ESF Fund for Students with Disabilities, the Centre for Independent Living will invoice the Institute at pre-agreed times during the academic year.

**Students are advised to plan well in advance of the course start date. A successful PA recruitment process can take up to 6 weeks to complete.**

## OTHER USEFUL CONTACTS

Address	Tel/Fax	E-mail/Web
<b>AHEAD-Association for Higher Education Access &amp; Disability</b> Newman House, 86 St. Stephen's Green, Dublin 2	Tel 01 4752386 Fax 01 4752387	<a href="mailto:ahead@iol.ie">ahead@iol.ie</a> <a href="http://www.ahead.ie">www.ahead.ie</a>
<b>AONTAS-National Association of Adult Education</b> 22 Earlsfort Terrace, Dublin 2	Tel 01 4754121 Fax 01 4780084	<a href="mailto:mail@aontas.com">mail@aontas.com</a> <a href="http://www.aontas.com">www.aontas.com</a>
<b>FAILTE IRELAND</b> Amiens Street Dublin 1	Tel 01 8556555 Fax 01 8556821	<a href="mailto:info@failteireland.ie">info@failteireland.ie</a> <a href="http://www.cert.ie">www.cert.ie</a>
<b>Comhairle</b> Bridge Lane Tralee	Tel 066 7123655 Fax 066 7181865	<a href="mailto:cic@comhairle.ie">cic@comhairle.ie</a> <a href="http://www.comhairle.ie">www.comhairle.ie</a>
<b>Department of Social &amp; Family Affairs</b> Godfrey Place, Tralee	Tel 066 7122664 Fax 066 7120789	Individual emails available <a href="http://www.welfare.ie/">http://www.welfare.ie/</a>
<b>Disability Advisory &amp; Guidance Service</b> , Edward Court, Edward Street, Tralee	Tel 066 7184979 Fax 066 7184989	<a href="mailto:BeechinorA@SHB.IE">BeechinorA@SHB.IE</a> <a href="http://www.shb.ie">www.shb.ie</a>
<b>Kerry Deaf Resource Centre</b> 4 Gas Terrace Tralee	Tel 066 7120399 Fax 066 7120399	<a href="mailto:kdrc@eircom.net">kdrc@eircom.net</a>
<b>Kerry Education Service/Kerry VEC Grants</b> , Fels Point, Dan Spring Rd, Tralee	Tel 066 7121612 Fax 066 7121531	<a href="mailto:info@cokerryd.ie">info@cokerryd.ie</a>
<b>Kerry Network of People with Disabilities</b> 3 Basin Court, Tralee	Tel 066 7180611 Fax 066 7180611	<a href="mailto:kerrypwdi@eircom.net">kerrypwdi@eircom.net</a>
<b>MABS – Money Advice &amp; Budgeting Service</b> Edward Ct, Edward St, Tralee	Tel 066 7129750 Fax 066 7129938	<a href="mailto:kerry@mabs.ie">kerry@mabs.ie</a> <a href="http://www.mabs.ie">www.mabs.ie</a>
<b>MFG Comhar Dhuibhne</b> Sraid Eoin, An Daingean	Tel 066 9152280 Fax 066 9152322	<a href="mailto:comhardhuibhne@mfg.ie">comhardhuibhne@mfg.ie</a> <a href="http://www.mfg.ie">www.mfg.ie</a>

## OTHER USEFUL CONTACTS continued

Address	Tel/Fax	E-mail/Web
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<b>Partnership Trá Lí</b> 7 Ashe Street Tralee	Tel 066 7180190 Fax 066 7129562	<a href="mailto:mail@partnershiptrali.com">mail@partnershiptrali.com</a> <a href="http://www.partnershiptrali.com">www.partnershiptrali.com</a>
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<b>South Kerry Development Partnership</b> The Old Barracks, Cahersiveen	Tel 066 9472724 Fax 066 9472725	<a href="mailto:skdp@iol.ie">skdp@iol.ie</a>
<b>South Kerry Local Employment Service</b> Weston Hse, 5 New St, Cahersiveen	Tel 066 9473068 Fax 066 9473055	<a href="http://www.southkerry.ie">www.southkerry.ie</a>
<b>Tralee Local Employment Service</b> Unit 1 and 2, North Circular Road, Tralee	Tel 066 7129675 Fax 066 7129473	<a href="mailto:info@traleeles.ie">info@traleeles.ie</a>
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