

# Process Title

# PURPOSE

This document outlines the activities of the Educational Assistive Technology Centre (EATC), which primarily works to deliver Assistive Technology (AT) support to students at the University of Limerick.

# RESPONSIBILITY

Overall responsibility for this process lies with the Head of the Educational Assistive Technology Centre. Implementation of the procedures in this document relies on the collaboration and input of all EATC staff.

# PROCEDURE

The EATC works to foster a culture of inclusive practice for teaching and learning. Primarily, EATC works with students with disabilities to provide technology solutions to enable them to overcome educational barriers. Furthermore, EATC works on projects to develop and introduce new technologies, while also advocating for the implementation of, while also advocating for the implementation of the Universal Design for Learning (UDL) framework.

The work of the EATC can be divided into several key areas as follows:

* Assistive Technology Assessment
* Procurement and Allocation of Technology
* Assistive Technology Training
* Facilitation of End of Semester Examinations
* Inclusive Projects
* Outreach

Each area is summarised below, with relevant working guidelines provided in the Documentation section.

**Assistive Technology Assessments**

In collaboration with Disability Support Services (DSS), EATC identifies students with disabilities who require support. EATC staff meet with students and carry out an AT Needs Assessment to identify potential solutions. After this assessment, EATC staff update the Accessibility Accommodations Module (AAM) on the Student Information (SI) system.

**Procurement and Allocation of Technology**

Working within relevant procurement policies and funding sources, EATC staff procure necessary software and hardware to meet student needs. EATC staff maintain records of all technology and details of each student to which technology is allocated. EATC staff work with DSS at designated times each year to complete a financial return to the Higher Education Authority.

**Assistive Technology Training**

EATC staff develop AT training plans for each student. EATC staff deliver training to students on both an individual and group basis.

**Facilitation of End of Semester Exams**

In cooperation with DSS, the Information Technology Division (ITD), and Academic Registry (AR), EATC coordinates all AT required for examination periods. EATC staff prepare the exam computer lab and work with students to ensure their requirements are met. During exams, EATC staff provide technical support where needed.

**Inclusive Projects**

EATC staff research, propose and implement various projects. These projects aim to increase inclusivity and accessibility within learning and teaching.

**Outreach**

The EATC department receives requests from the wider community to provide AT support and training. These requests are processed according to the latest outreach procedure.

# DOCUMENTATION

* [Assistive Technology Assessment Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Assistive%20Technology%20Assessment%20Process.docx?d=w00e1d115b22045dfa28af4f6dc8477c4&csf=1&web=1&e=OxRT3y)
* [Assistive Technology Training Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Assistive%20Technology%20Training%20Process.docx?d=w2cdf6160ee924f60a6bfa85ca0f56af3&csf=1&web=1&e=azEOBa)
* [Common Software Assignment Procedure.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Common%20Software%20Assignment%20Procedure.docx?d=w3ab04f66769046f2b0c4051195859048&csf=1&web=1&e=Mchl0A)
* [Distributing Student Laptops Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Distributing%20Student%20Laptops%20Process.docx?d=w26cf817e28be4f178ed2e27eca4597d9&csf=1&web=1&e=Jri4RU)
* [End of Semester and Repeat Exam Management Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/End%20of%20Semester%20and%20Repeat%20Exam%20Management%20Process.docx?d=w714c221178a641a9b6ed89203a3bd293&csf=1&web=1&e=CLaIIq)
* [Grammarly Allocation Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Grammarly%20Allocation%20Process.docx?d=we0a18133fda04987bc3ffdc4dd245715&csf=1&web=1&e=Zq8qsp)
* [Inclusive Projects Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Inclusive%20Projects%20Process.docx?d=w2d83bf30d1484051a406e3d417115756&csf=1&web=1&e=Xxq8Dm)
* [Outreach Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Outreach%20Process.docx?d=w1c706e7cc9554596ba7088ce11eee8bc&csf=1&web=1&e=rwnzA1)
* [Procurement & Allocation Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Procurement%20%26%20Allocation%20Process.docx?d=w13051a1a2ec44b0295b05a4160af537e&csf=1&web=1&e=22iCQe)
* [RAR Return Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/RAR%20Return%20Process.docx?d=w4ebbab1180294f7a9c5bab343a65688b&csf=1&web=1&e=61xIU9)
* [Technology Loan Service Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Technology%20Loan%20Service%20Process.docx?d=we61a91df1d0a40cf9fea3bc287923632&csf=1&web=1&e=YL58TM)
* [Updating the AAM Process.docx](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/StudentAffairs/Student%20Affairs%20Quality%20Management%20System/QMS%20framework%20docs/Key%20business%20processes/EATC/Updating%20the%20AAM%20Process.docx?d=wc5d3e35ec2cf475299a1b1f13e29015c&csf=1&web=1&e=SyQcq8)

# RECORDS

Records are held by the Educational Assistive Technology Centre for the period defined by individual processes. All members of staff operate in accordance with the [University’s Records Management and Retention Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/RecordsManagement%26RetentionPolicy_0.pdf). Any personal data that is used as part of this process is processed in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018 and [the University of Limerick Data Protection Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Data%20Protection%20Policy.pdf).

# PROCESS VERIFICATION

Evaluation of this Process is carried out using internal audits. Changes to the process are put in place as required.

# REVISION HISTORY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision No.** | **Date**  | **Approved by:** | **Details of Change** | **Process Owner** |
| 1 |  |  | *Initial Release* |  |
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