



**Procedure for NSPA  
SPECIAL NEEDS FOR ADULT EDUCATION**

**December 2009**

**Rationale:**

North Shore Playcentre Association values and endorses the fundamental right of adult learners including those with special education needs to be able to access the North Shore Playcentre Association Adult Education Programme.

1. At enrolment trainees are invited to disclose any special learning needs family circumstances which may affect their ability to participate fully in the adult education programme with a reasonable chance of success.
2. The North Shore Playcentre Association budget will include provision to meet individual learning needs within the different categories: teaching staff, resources, and professional development.

**Procedure:**

1. Trainees are invited to disclose on the enrolment forms any special learning needs or family circumstances which may affect their ability to participate in the adult education programme and the enrolment form is returned to Headquarters by the Centre Education Officer as soon as possible.
2. Once identified a member of the Education Team or the Child and Whanau Support will contact the trainee to ascertain how the programme can be adapted to support their learning. The Education Convenor will review the recommendations of the Child and Whanau Support, and record the agreed method of provision of the programme for the trainee.
3. When the trainee is enrolled at workshops the trainee should advise the facilitator of the agreed method of provision of the programme for the trainee if required.