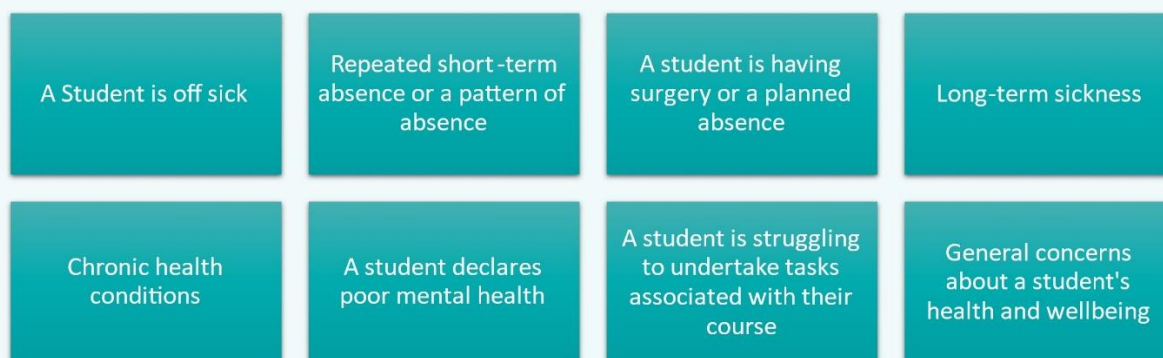


Practice Placement Adjustment Plan (PPAP) guidelines

Overview

- **Only students registered with DDS are covered by these PPAP Guidelines.**
- **Reasonable Adjustment Plans (RAP)** are created by the Disability and Dyslexia Service (DDS) based on an evidence disability or long-term health condition (longer than 12 months) and make teaching session adjustment recommendations. For courses with a placement element the RAP usually recommends a Practice Placement Adjustment Plan (PPAP) meeting between the student, PAT and a Disability Adviser.
- **Occupational Health Assessments (OHA)** are carried out by an external University contracted organisation. Referrals are usually made to consider recommendations for students who have, for example: -
 - A disability or long-term health condition (over 12 months) – these students should also be signposted to DDS if they have not already.
 - Short term condition e.g. temporary injury (broken bones) or pre/post operative condition.
 - Sickness absences and other attendance issues.
 - General health and wellbeing concerns

When to refer to OH



OHA's can make placement, exam and teaching session recommendations.

Therefore, a student with a disability could have recommendations from both a RAP and OHA which can be incorporated into a PPAP.

Students without a disability or long-term health condition may only have been referred for an OHA. The OHA recommendations are then considered and, where needed, implemented by the course tutors without involving DDS or the PPAP form.

Note: However, if exam or lecture adjustments are recommended, the course/student would need to contact DDS so a RAP can be put in place. Without a RAP, exam adjustments would not be on the system and therefore would not be applied.

PPAP Process

1. (a) PAT identifies a student with a PPAP recommendation on their RAP.

(b) Tutor or PAT identifies student who would benefit from an OHA. If the student has a disability/long term health condition they should be signposted to DDS to seek advice on support options and to have a RAP created. disability@worc.ac.uk or by booking a Disability Adviser Appointment [Book an appointment](#)

(c) Student informs tutor or PAT they have an OHA. If this is due to a disability/long term health condition they should be signposted to DDS to book a Disability Adviser meeting with a view to having a RAP created as in pt 1b
2. PAT contacts Disability & Dyslexia service (DDS) by booking online through 'Support on Placements and PPAP meetings' tab on '[DDS Resources for Academic Staff](#)' page.
3. Student attends meeting with PAT & DDS advisor. PAT facilitates discussion & completes PPAP. PAT saves a copy of the PPAP and sends the PPAP to the student.
 - DDS advisor can suggest appropriate adjustments which PAT helps to translate into clinical practice.
4. Student informs Placement Team that PPAP has been completed and may share copy of PPAP to aid allocation process.
5. Placement team allocate accordingly. Students are encouraged to share PPAP & open discussion with Practice Educator about what this might look like in this area of practice.
6. Student completes placement.
7. Student reflects on appropriateness of PPAP, adds / removes adjustments as appropriate with support of PE/PAT (as appropriate), informs placement team as desired.
8. Student makes plan to share subsequent PPAP with next Practice Educator.
9. Repeat stages 6 – 9 for each placement. PAT to check how student has got on with plan during existing PAT meetings across the student's term of study.