

Section 34: BIMM Institute Policy On The Recording Of Lessons For Students With Specific Learning Differences

BIMM wishes to make every effort to assist students with specific learning needs and, to this end, students with specific learning needs may record classes or sections of classes in accordance with the procedures outlined below.

Adherence to these procedures will ensure that BIMM is able to make a reasonable adjustment under the terms of the Equality Act 2010 in respect of providing equal treatment and equal access to educational opportunity for all students regardless of their disability status.

If a student needs to record oral lectures, they should note that the content of an oral lecture remains the property of the tutor delivering it. If recording a lecture, the recording must be used only for a student's own personal study; they should not reproduce it or pass it on to anyone else other than for transcription purposes. Distribution or circulation of these recordings or the use of material taken from these lectures for any purpose other than to aid their own personal learning is not permitted.

If there are particular reasons why a student finds it difficult or impossible to take lecture notes (e.g. visual or audio impairments, dyslexia, mobility impairments, etc.) and, therefore, they need to record oral lectures, they are advised to follow the following procedures:

1. Inform the College Student Support team of their particular needs. This will assist in making an appropriate adjustment to improve their student experience. This will also help the College to facilitate the recording of lectures and enable BIMM Institute to implement other measures that may enable us to meet the student's specific educational requirements.
2. The student should make it clear if they are happy for tutors to be told why they are recording lectures, in order to help them meet their learning needs, or alternatively if they wish those reasons to remain confidential.
3. The student should confirm that they understand that the tutor will be told about the recording of lectures, but that they will not be told the specific reason for this unless you have given permission.
4. An understanding that the content of lectures remains the intellectual property of the tutor form part of the learning agreement between the student and BIMM Institute, and this should be accepted by all students.

If a student is unsure of the position regarding the recording of lectures, or if they have any other related learning needs, they are advised to contact the Student Support Team.

Workshops, Interactive Seminars and Live Performances

As these classes will involve the contributions from both students and staff, should a student object to the recording of their contributions to a class, then recording would have to stop. In situations like this, it may be possible to record parts of these classes (for example if the tutor performs a demonstration of a technique) but this would be at the discretion of the tutor. We recommend coming to an arrangement with the tutor and the student support team in advance of classes where possible.