

IRCAM PROFESSIONAL TRAINING AND CURUS

Accessibility policy and access conditions for people with reduced mobility



Latest update: May 13, 2024

IRCAM's Education and Documentation Department does everything in its power to make its training courses accessible to all, and to take into account the specific needs of people with disabilities.

- The IRCAM team is at your side, ready to support you according to your needs!
- Our values: listening, caring, confidentiality, anti-discrimination.

IRCAM's Education and Documentation Department is referred to as the "Education Department" in the text below.

1. Deadlines for access to our training courses

For the professional training season, organisation of access requires 7 days from application to the start of training. This can take up to two months for people with certain disabilities, depending on the adaptations required. It is advisable to contact the Education department as soon as possible (see "Contacts and resources" section below).

For the Cursus program, the deadline for access is specified for each call for applications on <https://www.ircam.fr/transmission/formations-superieures/cursus>.

2. Before training

Before registering, anyone interested in our seasonal training courses must complete a positioning questionnaire. Among other things, this helps to identify any disabilities and their types. Those selected for the Cursus receive a reminder of the possibilities for support.

They can also contact the Education Department directly to report their situation (see "Contacts and resources" section below).

In the case of a particular handicap, the Education Department will contact the future trainee to discuss his or her needs and any adaptations that may be required. IRCAM's disability advisor may be contacted, or failing that, a specialized organization.

The Education Department, in liaison with the IRCAM facilities management department, assesses the possibilities for pedagogical adjustments and accessibility. It ensures the feasibility of organizational, material and pedagogical adaptations, mobilizing a specialized organization if internal resources are not sufficient.

The future trainee is consulted on the solutions envisaged and directed towards the appropriate structures according to his or her needs (financing, compensation solutions, etc.). The Education Department is available to help prepare applications for funding and assistance from specialized organizations.

3. Follow-up during training

The Education Department verifies that the planned adaptations and compensatory solutions have been properly implemented, in conjunction with the services and/or organizations previously contacted.

The Education Department provides closer monitoring during the training period, in particular to avoid any disruption to the course. In the case of long training courses, an interview may be proposed during the training period, for a mid-term review for example. The trainee can contact the team at any time.

The Education Department ensures that trainees are fully included in their training. All trainees are made aware of the issue of disability via a notice in the classrooms.

At the end of the course, an assessment is carried out with the trainee, using a questionnaire or during an interview.

4. Monitoring and raising awareness in the Education Department team

The Education team monitors vocational training, accessibility for people with disabilities and adapted teaching methods. This process is part of our continuous improvement approach.

The Education team is aware of the issue of disability through this monitoring process and the sharing of resources. An awareness-raising guide is available to team members. It lists the different types of disabilities as well as the appropriate adaptation solutions. This guide is particularly useful when the disability has not been declared prior to training.

A person who is not disabled at the time of application may find that his or her situation has changed. All trainees can contact the Education team at any time to declare a change in their situation requiring adaptations.

5. Contacts and resources

- Education team at IRCAM: info-pedagogie@ircam.fr
- Mon parcours handicap : <https://www.monparcourshandicap.gouv.fr/formation-professionnelle>
- Agefiph - Association de Gestion du Fonds pour l'Insertion Professionnelle des Personnes Handicapées : <https://www.agefiph.fr/>
- Cheops, Conseil national Handicap & Emploi des Organismes de Placement Spécialisés / réseau Cap Emploi : <https://www.cheops-ops.org/>
- Maisons départementales des personnes handicapées : <http://www.mdpsh.fr/>