



Reasonable Adjustment Policy and Procedure

**Australian College
RTO91110**

Unit 7
70 Croydon Street
Cronulla NSW 2230
Sydney, NSW
Australia

Phone: +61 2 9386 2500
admin@australiancollege.edu.au

Responsible Officer	Australian College Education Manager
Approved by	CEO Australian College
Review by	Compliance
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REVIEW AND REVISION

The policy and procedure will be revised annually or, amended following continuous improvement strategies implemented by the College.

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BACKGROUND

Reasonable adjustment is a legislative term that, for VET, refers to a measure or action taken by an education provider to enable learners with disability to participate in education and training on the same basis as learners without disability.

Australian College make reasonable adjustment in VET to make sure that learners with a disability have the same learning opportunities as learners without a disability and the same opportunity to perform and complete assessments as those without a disability.

SCOPE

This policy and procedure is applicable to all learners and staff members and a provider obligations states the following;

The *Standards for RTOs 2015* outline the responsibility of providers to adhere to the principles of access and equity:

'Access and equity means policies and approaches aimed at ensuring that VET is responsive to the individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes' (Glossary, *Standards for RTOs 2015*)

Standards that are relevant to providing services to students with a disability include:

- Standard 1**—the RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.
- Standard 4**—accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.
- Standard 5**—each learner is properly informed and protected.
- Standard 8**—the RTO cooperates with the VET Regulator and is legally compliant at all times.

Under the *Standards for RTOs 2015*, your RTO needs to determine the support needs of students and provide access to educational and support services as necessary, so that students can meet the requirements of the course they are enrolled in. Examples of educational and support services that can assist students with a disability meet course requirements include: Fact Sheet – Providing quality training and assessment services to students with disabilities, 12 May 2016 Page 2 of 6

- study support and study skills programs
- language, literacy and numeracy (LLN) programs or referrals to these programs
- providing equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity principles
- use of trained support staff including specialist teachers, note-takers and interpreters
- flexible scheduling and delivery of training and assessment, and
- the provision of learning materials in alternative formats.

Your RTO also needs to provide advice and information to students on:

- the suitability of the course
- any special physical or cultural requirements for the course
- reasonable adjustments that can be made
- support that is available

An RTO must also comply with the requirements of the *Disability Discrimination Act 1992* and the *Disability Standards for Education 2005*.

POLICY

This policy outlines that reasonable adjustment application to participation in teaching, learning and assessment activities can include:

- Customising resources and activities within the training package or accredited course
- Modifying the presentation medium
- Learner support
- Use of assistive/adaptive technologies
- Making information accessible both prior to enrolment and during the course
- Monitoring the adjustment to ensure learner needs continue to be met.
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Australian College provides a reasonable adjustment in teaching, learning and assessment activity that is justifiable and upholds the integrity of the qualification.

PROCEDURE

For more information go to [ASQA Fact Sheet](#)

Administration and Training team

1. Encouraging learner to disclose disability by ensuring the correct completion of enrolment forms
2. Gathering relevant supporting information
3. Consulting with the learner
4. Provision of useful information such as course structure and assessment, course requirements of the course delivery methods (including learning options, facilities and resources available)
5. Provision of literacy and numeracy documentation for the course to be completed
6. Present information in a range of media
7. Use oral assessments (presentations, recorded responses, telephone sessions) as alternatives to written tasks
8. Seek evidence from a third party to demonstrate competency (statutory declaration, video of learner undertaking task)
9. Provide sufficient feedback on the progress of individual learners regarding their learning goals.