



REASONABLE ADJUSTMENT POLICY

POL411

INTRODUCTION

Reasonable adjustment is an adjustment made for students with a disability, mental health or medical condition. Generally, an application for reasonable adjustment is made at the time of a student's initial enrolment, however, a student can make an application at any time during their enrolment. Reasonable adjustments are made to ensure students have the opportunity to successfully complete a subject or course. Reasonable adjustments are made to ensure that students are not presented with artificial barriers to learning or demonstrating learning in their studies. The nature of reasonable adjustments is such that they are designed to minimise the disadvantage experienced by students with a disability, mental health or medical condition, rather than provide learners with a competitive advantage.

PURPOSE

WEMAC Training Solutions (WTS) is committed to providing reasonable adjustments to ensure equal opportunity and participation for students with a disability, mental health or medical condition that may affect the student's learning experience.

POLICY

WEMAC Training Solutions (WTS) recognises the individual needs of students and respects the rights of all students to participate inclusively and fully in all facets of WTS's experience in particular the access and equity of student engagement outcomes. This applies to prospective students at admission and enrolment into study, participation of enrolled students in all subjects and courses, and the use of WTS's facilities and services. WTS is committed to providing opportunities and access to students with a disability, mental health or medical condition that are comparable to students without additional needs.

Adjustments shall be made on an individual basis. In assessing whether a particular adjustment for a student is reasonable all relevant circumstances will be taken into account, including the following: The student's disability, mental health or medical condition and any barriers, needs or challenges that may affect the student throughout a subject or course. The impact/s of a student's disability, mental health or medical condition, as described by the students, on their studies. The advice provided by the Qualified Medical Professional / Qualified Specialists (e.g. medical report, test results, supporting documents) to support the student's application. The views of the students or the student's advocate.

THE ASSESSMENT TYPE

The effect of the adjustment on the student's independence and ability to achieve the professional learning outcomes and participate in their subjects and course. Whether the adjustment creates an undue advantage for the student, or an undue disadvantage for another student the effect of the proposed adjustment on anyone else affecting including WTS, staff, other students and any other stakeholder. Whether the adjustment will impact on the academic standards or Inherent Course Requirements / training package requirements. The costs and benefits to all parties of making the adjustment including possible impacts on WTS's capital expenditure and/or operational budgets. The 'willingness to pay' the costs associated with the adjustment on behalf of either party.

THE COURSE

WTS is not obligated to make any adjustment or accommodation that may impose an unjustifiable hardship on the organisation. Students with a disability, mental health or medical condition may be required to provide additional medical or specialised documentation to substantiate the reasonableness of the adjustment. The bearing of costs associated with reasonable adjustment will be negotiated with the student at the time of the Reasonable Adjustment Plan being established. In general, if the student requires a support person in a classroom (e.g. as a note-taker/scribe), any costs associated with the appointment of that support person will be borne by the student. Where there are multiple options for reasonable adjustment determined, the option that is least costly to WTS will be determined the most appropriate to implement.

WTS supports reasonable adjustments in assessing the outcomes of courses undertaken by students with a disability, mental health or medical condition through the use of alternate strategies. These strategies are put in place when such students are prevented by their disability, mental health or medical condition from participating in the same manner as other students under standard assessment and learning conditions. It is the responsibility of WTS, in consultation with the student, to identify those elements of a course that affect the student's ability to participate on the same basis as a student with a disability. This may require reasonable adjustments to teaching and learning materials, teaching methodology and assessment. Reasonable adjustments are made to ensure that students are not presented with artificial barriers to learning or demonstrating learning in their studies. Reasonable adjustments can include (but are not limited to):

TECHNOLOGY

The use or loan of adaptive/assistive technology or specific equipment for use by students to enable them to undertake their study/assessment in a fair and equitable manner (e.g. seating, PC); or a recording of the training session will be provided where possible.

ASSESSMENTS / ASSIGNMENTS

Alternative methods of assessment (e.g. verbal assessment, mode of questioning, mode of response); or Individual conditions of assessment (e.g. seating arrangements, additional time / breaks per hour, toilet / rest / exercise breaks, bite sized food, drink, snacks); or Accessible learning formats (e.g. large print materials, coloured exam paper); or

Reasonable adjustments to assessment conditions may include extended time for theory-based assessments or alternate arrangements for practical assessments, which may also include an extension of time for the practical assessment; or allowing extended periods of time for undertaking assessment tasks.

ROLES & RESPONSIBILITIES

WTS maintains its responsibility to:

- Ensure that this Policy is accessible to all staff and students.
- Ensure that this Policy is implemented and applied consistently across all sites of WTS (if applicable)..

It is the student's responsibility to:

- Identify themselves as a student with a disability, mental health or medical condition and to request reasonable adjustments on the basis of the identifying condition.
- Provide appropriate supporting documentation from a Qualified Medical Professional based on the presenting condition.
- Be actively involved in managing their condition within a learning environment and to seek support and solutions when required.

Director's Signature: 

Date: 10/01/2024