

Supporting Students with a Disability Procedure

1. Purpose and Scope

- 1.1 The Supporting Students with a Disability Procedure operationalises the disability needs section of the Student Access and Equity Policy.
- 1.2 This procedure applies to:
 - 1.2.1 all students with a disability (including prospective students), seeking a reasonable adjustment for the purpose of their learning at AIAT; and
 - 1.2.2 all staff with responsibility for responding to requests for reasonable adjustments and otherwise supporting students with disability.

2. Definition

Refer to *Glossary of Terms*.

Student Access Support Plan (SASP): means the plan that sets out the agreed reasonable adjustments to be implemented by AIAT to support a student with a disability.

Inherent requirements (for students) mean the essential components of a course or subject that demonstrates the abilities, knowledge and skills required to achieve the core learning outcomes of the course, subject.

3. Procedure

- 3.1 AIAT is responsible for providing a process to support students with a disability who seek reasonable adjustments to their learning environment.
- 3.2 Students with a disability are only required to disclose the fact of their disability if they seek reasonable adjustments.
- 3.3 An adjustment is reasonable if it takes into account the requirements of the student with a disability and balances the interests of all parties affected. Accordingly, AIAT will give consideration to:
 - 3.3.1 The effect of the adjustment on the student's ability to successfully achieve the inherent requirements of the unit or course.
 - 3.3.2 The costs and benefits of making the adjustment.
 - 3.3.3 The interests of all parties affected including those of the student with a disability, AIAT, other staff and other students.

REQUESTING REASONABLE ADJUSTMENT

- 3.4 Students and prospective students with a disability are responsible for initiating a discussion about reasonable adjustments.

- 3.5 Students and prospective students with a disability are encouraged to familiarise themselves with the inherent requirements of the course or subject they seek to enrol in.
- 3.6 Prospective students seeking reasonable adjustment should
 - 3.6.1 ensure they have indicated this on their application form and
 - 3.6.2 contact the Admissions Officer if they need assistance during the application process.
- 3.7 Current students seeking a reasonable adjustment should contact the Student Services Office.
- 3.8 Notifying AIAT at the initial point of application may include disclosing information about their disability.
- 3.9 Students are required to lodge the relevant documentation to verify their requirements as requested by the Admissions Officer or Student Services Office in a timely manner. The Admissions Officer or Student Services Office will organise an appointment for the student to discuss the development of their plan with the Director: Learning and Teaching or the appropriate Course Director.

DEVELOPMENT OF STUDENT ACCESS SUPPORT PLAN

- 3.10 Students with a disability seeking a reasonable adjustment will be required by AIAT to submit a Health Practitioner's Report to support their application. This Report:
 - 3.10.1 should be provided by the student's treating medical practitioners, psychologist and/or other relevant health practitioner who is registered with the Australian Health Practitioner Regulation Agency (AHPRA) or similar organisation in the student's home country;
 - 3.10.2 should be reasonably current (not more than two years old).
 - 3.10.3 must not be signed off by a family member or close friend.
 - 3.10.4 may contain recommendations about possible adjustments that may be made. AIAT will consider these recommendations but is not bound by them.
- 3.11 By submitting a request for reasonable adjustment, the student consents to AIAT contacting
 - 3.11.1 the health practitioner if it is necessary to clarify any queries about the disability and/or the impacts on the student's study OR
 - 3.11.2 other appropriate health professionals for advice about potential adjustments.
- 3.12 The Director: Learning and Teaching or the appropriate Course Director will:
 - 3.12.1 work with the student to identify appropriate reasonable adjustments;
 - 3.12.2 develop the Student Access Support Plan (SASP); and
 - 3.12.3 work with relevant academic and non-academic staff and work units to ensure that the agreed reasonable adjustments are being made and any issues identified.
- 3.13 Information regarding the functional impact of a student's disability may be included in the SASP and shared with AIAT staff solely for the purpose of determining what

reasonable adjustments can be made to assist the student with their learning, teaching and assessment.

3.14 The Admissions Officer or Student Services Office will notify the student in writing of the outcome of their application:

3.14.1 to make the reasonable adjustment(s) for one year or as otherwise stated in the SASP, with a copy of the SASP attached; or

3.14.2 to deny the request on the basis that AIAT:

- a. is not satisfied by the relevant documentary evidence provided by the student; or
- b. cannot reasonably implement the adjustment due to the considerations outlined in 4.8.2 of the Student Access and Equity Policy.

3.15 Students seeking a continuation of adjustments must notify the Student Services Office in a timely manner (for example, prior to the commencement of the relevant trimester) to review and if necessary, update, their SASP.

3.16 Students may be requested by AIAT to provide an updated Health Practitioner's Report or other documentary evidence when seeking to renew the adjustments.

3.17 The Reasonable Adjustment Register of SASPs will be maintained by the Student Services Office.

IMPLEMENTATION OF STUDENT ACCESS SUPPORT PLAN

3.18 Students should engage with

3.18.1 Campus Manager for reasonable adjustments associated with facilities, library and information systems and resources;

3.18.2 Subject Coordinator for reasonable adjustments associated with subject materials for a specific subject;

3.18.3 Subject Coordinator for Assessment reasonable adjustments as per the Assessment Procedure.

3.19 Students who consider they are not receiving the reasonable adjustments as set out in their SASP related to

3.19.1 subject materials or assessments are encouraged to contact the Course Director in the first instance; or

3.19.2 other matters are encouraged to contact the Director: Learning and Teaching in the first instance.

4. Roles and responsibilities

4.1 The Admissions Officer and Student Services Office are responsible for:

4.1.1 managing requests for reasonable adjustments by students with a disability;

4.1.2 providing information about agreed reasonable adjustments to relevant staff members; and

4.1.3 ensuring relevant data is collected, monitored and reported on.

- 4.2 The Director: Learning and Teaching and Course Director are responsible for:
- 4.2.1 developing Student Access Support Plans; managing requests for reasonable adjustments by students with a disability and providing information about agreed reasonable adjustments to relevant staff members; and
 - 4.2.2 investigating complaints raised by students related to reasonable adjustments.
- 4.3 The Student Services Office will maintain the Reasonable Adjustment Register.
- 4.4 Students with a disability are required to
- 4.4.1 be familiar with and comply with the terms of this procedure if they request a Student Access Support Plan;
 - 4.4.2 comply with any relevant legislative, administrative requirements; and
 - 4.4.3 seek clarification from Student Services Office if they have any questions regarding this procedure.
- 4.5 All staff are
- 4.5.1 expected to be familiar with this policy;
 - 4.5.2 responsible for supporting the needs of student equity and diverse learners without undermining the academic integrity of courses and subjects; and
 - 4.5.3 responsible for exhibiting a high level of commitment to the access and equity issues; and
 - 4.5.4 responsible for complying with any relevant legislative, industrial or administrative requirements.

5. Procedure Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Procedure name	Supporting Students with a Disability Procedure
Procedure Reference No.	PROC – 30
Procedure Approval	Board of Directors in consultation with Academic Board regarding academic matters
Procedure Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 2.2.1, 2.3.2
Related Documents	Student Access and Equity Policy Admissions Policy Assessment Policy Assessment Procedure Privacy Policy Student Complaints and Appeals Policy
Related Legislation	Disability Discrimination Act 1992 (Cth) Disability Standards for Education 2005 (Cth)

	<p>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</p> <p>Equal Opportunity Act 1984 (SA)</p> <p>Commonwealth Higher Education Support Act 2003 (HESA)</p> <p>Commonwealth Education Services for Overseas Students Act 2000 (ESOS)</p> <p>Higher Education Standards Framework (Threshold Standards) 2021 (HESF)</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p>
References	<p>AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:</p> <p>University of South Australia (March 2020) Students with Disabilities Policy No.C-7.5</p> <p>University of South Australia (unknown) Students with Disabilities Procedure, <i>retrieved 10 November 2021</i></p> <p>Southern Cross University (April 2020) Employees with Disabilities Policy</p>
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Academic

6. Document Version Control

Document No	PROC – 30	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Fixing typos; modified policy number
Created Date	Feb 2022		