

DC9.1 Information for Students with Disabilities and Special Needs

Responsible Officer:	Chief Education and Experience Officer
Functional Owner:	Heads of Portfolio Training Operations Managers
CaR Owner:	Manager of Compliance

1. Scope

The Disability Discrimination Act (1992) requires educational institutions to put in place actions to help ensure equal opportunity for people with a disability.

Open Colleges may alter the Assessment strategies, assessment tools and learning materials to reduce the impact of disability or specific learning requirements on the student's ability to successfully complete the course where such changes do not alter the academic integrity of the Assessments. Such changes or alterations are referred to as 'Reasonable Adjustment'.

Open Colleges outlines how we assess and adjust learning materials and assessments for students with a disability or specific learning requirements in the Reasonable Adjustment Policy (P09) and Procedures (PR9.1).

This approach addresses the specific requirements stipulated in the Standards for Registered Training Organisations (RTOs) 2015.

DC9.1 Information for Students with Disabilities and Special needs covers the following items:

- Situations requiring reasonable adjustment
- Your rights as a student with a disability or special need
- Responsibility of Open Colleges to a student with a disability or special need
- Provision of support services
- Academic integrity
- Costs of Reasonable Adjustment

2. Definitions

Definitions are located in the [Glossary of Terms](#).

3. Situations requiring reasonable adjustment

Reasonable Adjustment may be required to support learners with disabilities or specific learning difficulties that are beyond the control of the learner. These may include:

- Physical disabilities or impairments;
- Mental disabilities or impairments; or
- Other specific issues that may impact on learning, such as dyslexia.

Prospective students are asked to disclose any disabilities or specific learning requirements that may impact on their ability to undertake the course:

- On the Enrolment Form; and
- During discussions with Enrolment Consultants.

4. Your rights as a student with a disability or special need

- Right to seek admission and enroll on the same basis as prospective students without disability including the right to reasonable adjustments.

- Right to access courses and programs; use services and facilities; and have reasonable adjustments, to ensure students with disability are able to participate in education and training on the same basis as students without disability.
- Right to participate in courses and relevant supplementary programs that are designed to develop your skills, knowledge and understanding, on the same basis as students without disability and to have reasonable adjustments to ensure you are able to participate in education and training.
- Right to access student support services provided by education institutions, on the same basis as students without disability. Students with disability also have the right to specialised services needed to allow participation in the educational activities for which they are enrolled.
- Right to education and training in an environment that is free from discrimination caused by harassment and victimisation on the basis of your disability.

5. Responsibility of Open Colleges to a student with a disability or special need

Open Colleges ensures that:

- Students have the opportunity to disclose any disabilities or specific learning needs prior to enrolment and during their studies;
- Student are encouraged to discuss their specific learning needs with their Course and Careers Adviser, Training Operations Manager and/or Trainer and Assessor;
- Student are supported to succeed through the provision of comprehensive academic and non-academic support throughout their studies;
- Students have access to a range of support resources, such as language, literacy and numeracy resources;
- Assessments are flexible and allow for reasonable adjustment without jeopardising the academic integrity of a course or program;
- Assessments are conducted in accordance with the principles of validity, reliability, fairness and flexibility;
- Student performance is analysed and used to inform the development of assessment to meet the needs of students and improve learning; and
- Students learn in an environment that is free from discrimination caused by harassment and victimisation on the basis of their disability.

6. Provision of support services

The Head of Portfolio (or their delegate) will review and determine the Reasonable Adjustment required in accommodating the needs of learners with disabilities or specific learning difficulties. In doing so, the Head of Portfolio will consider the needs of the individual and ensure that they are reasonable in that they do not cause unjustifiable hardship to Open Colleges.

Following the review of the Case, the Head of Portfolio may propose:

- Provision of learning materials in alternative formats;
- Adjustments to assessment methods and assessment tools, including:
 - The collection of alternative evidence (such as audio and video); and
 - The provision of assessments in different formats (such as Braille);
- Personal support services, such as:
 - Reader;
 - Interpreters;
 - Scribes; or
 - Support people.

- Adaptive technology or special equipment; and
- Modifications to communication systems or information provision.

The Head of Portfolio (or their delegate) will discuss the proposed Reasonable Adjustment with the student to ascertain whether the proposed changes will meet their specific learning needs.

Once approved, the Head of Portfolio (or their delegate) will advise the student, Training Operations Manager, Trainer and Assessor and Learning Support Officers of the proposed Reasonable Adjustment.

7. Academic integrity

Reasonable Adjustment must not compromise the academic integrity of the course and must consider the requirements inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given circumstance.

8. Costs of Reasonable Adjustment

Open Colleges will contribute up to 20% of the students' tuition fees towards the costs of implementing Reasonable Adjustments. In the event that the costs associated with the Reasonable Adjustments exceed 20% of the students' tuition fees, the student will be required to make a co-contribution for the remaining portion of the costs.

9. Quality and Continuous Improvement

This Guideline is subject to systematic review, evaluation and improvement, including annual review and ongoing feedback from stakeholders

10. Related Forms and Documents

- Standards for Registered Training Organisations (RTOs) 2015
- Disability Discrimination Act (1992)

For internal use only: [QMS1.8 Location of QMS related documents](#).

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Version	Approved	Endorsed	Effective date	New Review date
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RTOs:	Open Colleges Pty Ltd (90796) Integrated Care and Management Training Pty Ltd (90197) College of Fashion Design (3798)
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