

## Reasonable Adjustment Policy

### *Policy*

Swinburne Open Education (RTO 3059) may amend learning and assessment strategies and resources and/or provide additional support to students with a disability of specific learning requirements that will support them to successfully complete their course. Such amendments are made without altering the academic integrity of the learning and assessment process or outcomes and referred to as 'Reasonable Adjustment'. Swinburne Open Education Reasonable Adjustment practices comply with the *Standards for Registered Training Organisations (RTOs) 2015*, the *Disability Discrimination Act (1992)* and the *Disability Standards for Education (2005)*.

### *Purpose*

The purpose of this policy is to ensure that Swinburne Open Education provides Reasonable Adjustment services as required by the *Standards for Registered Training Organisations (RTOs) 2015* and in compliance with related legislative instruments.

### *Scope*

This policy applies exclusively to Reasonable Adjustment practices implemented by Up Education Online on behalf of Swinburne Open Education (RTO 3059) in accordance with the established partnership agreement.

### *Responsible Officer(s)*

The Head of Faculty is responsible for ensuring that Reasonable Adjustment practices are conducted in line with this policy and procedures.

### *Review and Improvement*

This policy and associate procedures are subject to regular review and improvement through Continuous Improvement processes as described in the Continuous Improvement Policy and Procedures.

## Reasonable Adjustment Procedures

### *1. Principles*

Swinburne Open Education Reasonable Adjustment processes ensure that Students:

- Are aware that they have the opportunity to disclose disability, learning needs or request Reasonable Adjustment either prior to or during their enrolment period,
- Are able to discuss their specific learning and support needs with their Enrolment Consultant, Student Support Officer Trainer and Assessor,
- Are supported to succeed through the provision of academic and non-academic support during their studies,
- Have access to a range of Reasonable Adjustment support services during their studies,
- Are able to access Reasonable Adjustment without compromising the academic integrity of the course or outcomes,
- Learn in an environment that is free from discrimination caused by harassment and victimisation.

### *2. Situations requiring Reasonable Adjustment*

Students may require Reasonable Adjustment to support their learning and/or assessment activity in a range of situations. These may include:

- Physical disability or impairment,
- Mental disability or impairment,
- Medical conditions,
- Other issues that may impact on learning and/or assessment.

### *3. Information for prospective and current students*

Swinburne Open Education provides information relating to Reasonable Adjustment and available support services to current students and prospective students prior to enrolment via:

- The Swinburne Open Education website,
- Student Handbook,
- Learning platform.

### *4. Identifying a need for Reasonable Adjustment*

The need for Reasonable Adjustment may be identified in a range of situations throughout the Student Lifecycle.

Prospective students have access to an online LLN assessment resource via the Swinburne Open Education

website. This online system enables prospective students to confidentially assess their LLN capabilities in the context of the Australian Core Skills Framework.

Prospective students have the opportunity to disclose any disabilities, specific support requirements or Reasonable Adjustment needs:

- On the Enrolment Form,
- During discussions with an Enrolment Consultant, and
- During engagement with the Admissions Team.

Enrolled students have the opportunity to disclose any disabilities, any specific support requirements or Reasonable Adjustment needs at any time during their enrolment period through:

- Their Trainer or Assessor,
- Contacting Student Support,
- Seeking assistance via the learning platform

Where a student has been identified as seeking or requiring Reasonable Adjustment to meet their learning and/or assessment support needs:

- A Reasonable Adjustment Support Case will be created in the student management system,
- All relevant information regarding the specific circumstances and needs of the student will be recorded and confirmed with the student by the identifying officer,
- Support Cases will be actioned within seven days of creating the case.

### *5. Providing reasonable adjustment services*

When assigned a Reasonable Adjustment Support Case, the relevant officer will review the Case details and determine the Reasonable Adjustment required accommodating the learners' needs while not causing Unjustifiable Hardship in the provision of the support services.

Reasonable Adjustment strategies and services may include:

- 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,
- Personal support services, such as:
  - Reader,
  - Interpreters,
  - Specialist support people or services,
  - Adaptive technology or special equipment; and

- Modifications to communication systems or information provision.

The proposed Reasonable Adjustment will be discussed with the student and identified support persons (where appropriate) to ascertain whether the proposed adjustments will meet their specific learning and/or assessment needs.

The Reasonable Adjustment plan will be reviewed and approved by the Head of Faculty within two working days.

Once approved, the Reasonable Adjustment plan will commence within two working days.