



Reasonable Adjustment

Organisational Area

RTO

Authorisation

This Policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 7th of April 2025.

Review date

This policy will be reviewed every three years or sooner if required.

Scope

This policy is applicable to all staff authorised to enrol students in accredited courses, applicants, and students at POCH&LCI, as well as Trainers and Assessors of accredited courses at POCH&LCI.

Objective

This policy outlines the commitment of POCH&LCI to providing reasonable adjustments to students with a disability to access and participate in Vocational Education and Training (VET) programs. We recognize the importance of ensuring equal access and opportunity for all individuals, including those with disabilities.

Principles

- **Equity:** We are committed to promoting equity and ensuring that all students have equal opportunities to access and engage in VET programs.
- **Individualised Approach:** Reasonable adjustments will be made on an individual basis, taking into account the specific needs and circumstances of each student.
- **Inclusivity:** We encourage open communication and collaboration between students, educators, and support services to identify and implement appropriate adjustments.

Responsibilities

- **Trainers:** Trainers may identify a students' needs for reasonable adjustments, providing such adjustments, and fostering an inclusive and supportive learning environment.
- **Students:** Students are supported to disclose their specific learning needs at their pre-training review, if they wish to do so.
- **Organisation:** Where reasonable adjustments are not appropriate or possible, the reasons why are communicated to the VET student as soon as reasonability practical.

Types of Reasonable Adjustments

Reasonable adjustments may include, but are not limited to:

- Providing additional time for assessments.
- Offering alternative assessment formats.
- Modifying teaching methods and materials.
- Ensuring physical accessibility within educational facilities.
- Providing assistive technology and equipment.

Examples of adjustments:

- Modifying workstations
- Modifying or providing equipment
- Modifying premises
- Recording of oral answers
- Photo/video evidence
- Completion of practical tasks
- Note-taking support
- Adapting assessment and/or delivery strategies
- Use of trained support staff including specialist teachers, note-takers and interpreters
- Allowing for alternative assessment methods,
- Allowing additional time for completion of work
- Providing notes or materials in different formats
- Modifying educational premises, for example providing ramps,
- Modifying toilets
- Ensuring that classes are in rooms accessible to the student
- Providing additional access to trainer/tutor

Disclosure of Needs at any time

Students are supported to disclose their needs for reasonable adjustments at the earliest opportunity, ideally during the enrolment or orientation process. However, adjustments can be requested at any point during the VET program.

Assessment and Review

Reasonable adjustments will be reviewed periodically to ensure their effectiveness and relevance to the student's needs. Adjustments may be modified as necessary based on the student's progress.

Confidentiality

All information related to a student's disability or specific learning needs will be treated confidentially and shared only with individuals who need to know for the purpose of implementing reasonable adjustments.

Complaints and Appeals

Students who believe that reasonable adjustments are not being provided appropriately can utilise the organisation's Student Complaints and Appeals process to seek resolution.

Definitions

Assessment: The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Reasonable Adjustment: include any adjustments for a VET student with a disability made by the registered training organisation in a manner consistent with the Disability Standards for Education 2005.

Student: Any individual enrolled in VET courses or programs, regardless of their background or abilities.

VET: Vocational Education and Training.

Related Documents

Access, Equity and Cultural Diversity Policy
Assessment Policy
Enrolment Policy
Enrolment Procedure
Enrolment Form – accredited
Pre-Training Review Policy
Pre-Training Review Procedure
Reasonable Adjustment Policy

Document Locations

Website
Policies and Procedures Manual

Related Legislation

Disability Discrimination Act 1992
Disability Standards for Education 2005
Standards for Registered Training Organizations (RTOs) 2025.

Area of Compliance

ASQA RTO Standards 2025 outcome 2.4 (1,2)

| Date reviewed | Version | Details of changes (if any) | Date of next review |
|----------------------|----------------|-------------------------------------|----------------------------|
| 3/11/2023 | 1 | Original document | 3/11/2026 |
| 7/04/2025 | 2 | Update ASQA 2025 Standards for RTOs | 7/04/2028 |

Master document is the Electronic File.

This document is uncontrolled when printed.