



STUDENT HANDBOOK

SECTION 15 – REASONABLE ADJUSTMENT POLICY AND PROCEDURE

Reasonable adjustment for students with disabilities undertaking assessment

INTRODUCTION

Reasonable adjustment, as defined by the Disability Discrimination Act 1992, relates to a measure or action taken by an education provider to help a learner with a disability (Disability Standards for Education, 2005).

ALG is committed to providing equitable assistance and opportunity to students with disabilities, allowing them to succeed in their studies.

PURPOSE

The purpose of this procedure is to ensure that students and trainers have access to a clear and transparent process for undertaking reasonable adjustment.

Reasonable adjustment in ALG is provided in accordance with Section 4 of the Commonwealth Disability Discrimination Act 1992.

SCOPE

This policy applies to all international students and all ALG staff and contractors involved in the provision of reasonable adjustments for and on behalf of ALG, at all ALG campuses.

POLICY AND PROCEDURE

ALG must provide equitable, efficient and timely reasonable adjustment for students with disabilities who undertake assessments, while maintaining the integrity of those assessments. This applies equally to assessment that takes place in the workplace and online.

Students who want help with disabilities/impairment or long-term conditions must state it in the online application form, and declare that they are seeking assistance from ALG. This in turn will help ALG provide reasonable adjustment, on a module/unit basis, in a timely manner.

If a student has a temporary disability or has not disclosed the disability on the online application form, ALG requires documentary evidence such as a medical certificate before providing reasonable adjustment for assessment. Students must complete the [online Reasonable Adjustment Form](#) no later than two weeks from the start of their studies, unless compassionate and compelling reasons are presented. The Head trainer has to approve the request.

ALG PROVISION OF REASONABLE ADJUSTMENT STEPS

Follow this procedure when a student seeks reasonable adjustment:

Steps		Responsibility
1.	ALG identifies the needs of a student with a disability who undertakes a particular assessment. (This may involve seeking expert opinions from other staff such as LLN tutors, counsellors or trainers.) OR A student requests reasonable adjustment.	LLN counsellors or tutors, or trainers



2.	If the student is requesting the reasonable adjustment OR if the request is initiated by an ALG staff member, the student is required to complete the online reasonable adjustment form. If necessary, a staff member from ALG can also help the student to submit the online form .	LLN counsellors or tutors, or trainers
3.	The online application form will be directed to the relevant Head trainer.	
4.	The application for reasonable adjustment will be discussed with the recommending staff member. <i>*If the approval of reasonable adjustment has budgetary implications, the Head trainer must reach an agreement with the Director of Studies and the Chief Finance Officer before approving the reasonable adjustment.</i>	Head trainer
5.	If the Head trainer does not support the request for reasonable adjustment, the student will be given the reason/s for the rejection in writing. The Head trainer will also explain to the student that he or she may appeal the decision according to the ALG complaints and appeals policy .	Head trainer
6.	If the request for reasonable adjustment is approved, the Head trainer will email the student describing the type of adjustments that will be made.	Head trainer
7.	The Head trainer will delegate a trainer or assessor to undertake the reasonable adjustment.	Head trainer/ trainer or assessor
8.	Where the conditions of the assessment are to be modified, the Head trainer will undertake the modifications and arrange separate supervision if necessary.	Head trainer

RESPONSIBILITIES

Position	Responsibility
Chief Executive Officer	Approves this policy and is responsible for its overall implementation.
ALG head trainers, trainers and assessors	Is responsible for implementing this policy.
ALG counsellors, student advisors, LLN tutors	Provides support services as outlined in the policy and guidelines.
Compliance Manager	Ensures that the policy and related documents are current and comply with applicable regulatory requirements.
All other employees of ALG	Supports the implementation of this policy.

DEFINITIONS

Term	Meaning
Australian Skills Quality Authority (ASQA)	The national regulator for Australia's vocational education and training (VET) sector. ASQA regulates courses and training providers to ensure that nationally approved quality standards are met.



ESOS Framework	Principally comprises the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Regulations 2001 (the ESOS Regulations), the Education Services for Overseas Students (Registration Charges) Act 1997 (the ESOS Charges Act) and the National Code 2018.
International Student	ALG defines an International Student as someone who is not an Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder.
Reasonable adjustment	Reasonable adjustment is any approved modification or allowance made in assessment to accommodate a disability-related function. Reasonable adjustment allows a student with a disability to participate equitably in assessment procedures and demonstrate required skills and knowledge.
Recommending staff member	ALG LLN tutors, counsellors or trainers
Registered Training Organisation (RTO)	A vocational education and training organisation registered by a state or territory registering body in accordance with ASQA.
The Education Services for Overseas Students Act 2000 (ESOS Act)	Legislative requirements and standards for the quality assurance of education and training institutions that offer courses to international students in Australia on student visas. The ESOS Act also provides tuition-fee protection for international students
The National Code of Practice for Providers of Education and Training to Overseas Students 2018	Sets nationally consistent standards for the delivery of courses to overseas students. The National Code 2018 was enacted on 1 January 2018.
Vocational Education and Training (VET)	A type of tertiary education under the Australian Qualifications Framework (AQF), which enables students to gain qualifications for all types of employment, and specific skills to help them in the workplace.

RELATED POLICIES, PROCEDURES AND GUIDELINES

- ALG assessment policy
- ALG assessment guidelines
- ALG student support policy and guidelines
- Disability Standards for Education 2005
- Commonwealth Disability Discrimination Act 1992