

# Reasonable Adjustment

## Purpose

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ABC Licence Training understands that all learners may not be capable of demonstrating competency in the same manner and hence it is our responsibility to ensure that our learners have the access and opportunity to complete their chosen program irrespective of their condition/situation. ABC Licence Training will take all steps to provide equitable access to all its learners and ensure that they are not disadvantaged in any way during their learning journey.

This Policy should read in conjunction with the Access and Equity Policy as well as the Privacy Policy of ABC Licence Training.

## Process

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ABC Licence Training will request information relating to any disability on its enrolment form. It is the learner's discretion if they want to avail the opportunity for reasonable adjustment. If a learner does choose to disclose their need for reasonable adjustment; ABC Licence Training will take effective steps to consult with the learner and accommodate them in the best possible manner. ABC Licence Training may request the learner to provide documentation from a medical or other health professional so as to plan and implement the required adjustment for the learner. All information provided will be treated in accordance with the Privacy Act 1988.

If ABC Licence Training concludes after its assessment that the learner may not be able to gain competency in the enrolled unit; the student will be advised of the same. ABC Licence Training are also not required to make any reasonable adjustment which would cause unjustifiable hardship on the RTO. ABC Licence Training may seek advice from the Australian Human Rights Commission in certain circumstances.

Examples of reasonable adjustments we may consider include the following:

- Extra time or extensions for assessments
- Course material in alternate formats – electronic, large print, braille
- Use of assistive technology

- Ergonomic chair/desk
- Alternate assessment tasks.

## Management Action and Responsibility

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All staff, including authorised third parties and licensees, are responsible for the implementation of this policy. The CEO holds the overall authority to approve this policy.

## Definitions

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- **Disability:** As defined in the Disability Discrimination Act 1992. Disability may be also be defined as a condition of the body or mind that makes it more difficult for a person with the condition to perform certain activities.
- **Reasonable Adjustment:** Reasonable Adjustment refers to a measure taken by an education provider by modifying the learning environment or making changes to the training delivered to assist a learner with a disability.

## Legislative Context

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The legislative base for this policy is as follows:

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- Standards for Registered Training Organisations 2015
- Privacy Act 1988
- Disability Discrimination Act 1992
- Disability Discrimination and Other Human Rights Legislation Amendment Act 2009 (Cth)
- Disability Standards for Education 2005 (Cth).