



Reasonable Adjustment Policy

Policy Area:	Education
Policy Author:	Academic Standards Committee
Version:	2018_v1
Approval Details:	Board of Directors
Effective Date:	February 2018
Review Date:	December 2019
Related Policies/Regulations	Special Consideration, Religious Observance, Request for extension, appeals policy

PURPOSE

This policy provides the details and criteria by which individuals enrolled in the College Training Program or other College course may apply and be considered for Reasonable Adjustment.

SCOPE

The policy applies to any Training Program or course conducted by the College.

OVERVIEW

College will ensure that individuals with disabilities, medical conditions and special needs have reasonable accommodation made within their learning environment to ensure equal opportunity and access to education.

College is also committed to applying the Disability Discrimination Act (1992 Cth) and the Disability Standards for Education 2005 across its business to prevent any unlawful discrimination of any form against an individual on the basis of their disability.

WHAT IS REASONABLE ADJUSTMENT?

Reasonable adjustment is an adjustment made (physical or technical) that enables individuals with a disability, condition or special need to undertake their learning and/or assessment in a fair and equitable manner. The disability, condition or special need may be existing at the time of their initial enrolment or sustained throughout their studies.

Adjustments affected under this policy will not serve to alter assessment standards or requirements. Adjustments will not be made under this policy to an applicant's assessment outcomes or marks.

HOW IS REASONABLE ADJUSTMENT APPLIED?

Reasonable adjustment may include (but not be limited to):

- the use of adaptive/assistive technology or equipment (e.g. alternative seating, use of tap top)
- individual conditions of assessment (e.g. seating arrangements, , toilet/rest/exercise breaks of up to 10 minutes per hour, bite sized food/drink)
- accessible learning formats (e.g. large print materials, coloured exam paper)
- scribes (up to 10 minutes per hour additional time)
- In exceptional circumstances alternative methods of assessment may be considered or referral to outside agencies for additional services.

APPLICATION PROCESS

For College to assess and implement any reasonable adjustments, individuals with a known disability, condition or special need should contact College upon enrolment and complete the Reasonable Adjustment application form outlining their request and including relevant supporting documentation. Each application will be considered on a case by case basis.

Any application for reasonable adjustment for exam conditions or other assessment items or compulsory events should be completed at least 6 months prior to the due date of any assessment. Applications outside of this time will be considered on a case by case situation.

College will acknowledge all initial requests within 48 hours of submission. Following this, the request will be reviewed by the National Examination Committee and a recommendation made to the Dean based on the evidence provided by the individual.

Individuals will receive email notification of the outcome within 21 days of submission.

The individual will have 5 days to confirm receipt and acceptance of the outcome.

Should the request be granted, additional costs and expenses may be payable by the candidate.

SUPPORTING DOCUMENTATION

Candidates requesting reasonable adjustment will be required to submit supporting and/or clarifying information and documentation to support their application. This may include:

- Recent Medical certificates from the treating physician and/or specialist
- Letters from other relevant professionals (e.g. psychologist, psychiatrist)
- Statutory declarations

Applications will not be considered without relevant documentation

Late Applications

The College is not obliged to consider or respond to any requests made outside the time limits prescribed in this policy.

APPEALS

If an individual wishes to appeal the decision of their request for special consideration, they must do so in accordance with the College Appeals process.



Reasonable Adjustment Application Form

Before completing this form please read the College [Reasonable Adjustment policy](#) available on the college website. Applications must be submitted to admin@dermcoll.edu.au with the following subject line: Application for Reasonable Adjustment

This form is to be used by individuals enrolled in any College Course or Training Program.

Title	First Name	Surname

Email	Phone	Mobile

Course/Training Program enrolled in

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Reason for applying for Reasonable Adjustment

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Please outline the type of Reasonable Adjustment you are applying for (as per policy):

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All applications for must be accompanied by supporting documentation as per the reasonable adjustment Policy.

Declaration:

- I certify that the information I have provided in and with this application is correct and complete and that providing false or misleading information will be handled in accordance with the Academic Misconduct Policy.
- I have included all relevant supporting documentation
- I have read the College Reasonable Adjustment Policy.
- I hereby authorise the College to contact professional authorities and any party named in support of my application for reasonable adjustment for the purpose of verifying any information I have supplied.

Signature:

Date:

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