



Disability Support and Adjustments Policy

1. Purpose:

This policy ensures that VET students with a disability, impairment, or long-term medical condition are supported through appropriate, fair, and timely reasonable adjustments to enable them to access and participate in training and assessment on an equal basis with other students. The RTO is committed to creating an inclusive learning environment that supports students with disability while maintaining the integrity of the training product and assessment requirements. Reasonable adjustments may include changes to learning resources, delivery methods, assessment conditions, or support services, provided that such adjustments do not compromise the competency standards required by the training package or accredited course. This policy supports compliance with Outcome Standard 2.4 of the Standards for RTOs 2025, which requires RTOs to make reasonable adjustments for students with disability where required.

2. Scope:

This policy applies to:

- All prospective and enrolled students who disclose a disability, impairment, or medical condition that may affect their ability to participate in training or assessment
- All RTO personnel involved in student support, including trainers, assessors, administrative staff, and student support officers
- All training, assessment, administrative, and student support processes where reasonable adjustments may be required to support student participation

3. Definitions:

Term	Definition
Disability	As defined under the Disability Discrimination Act 1992 (Cth), including physical, intellectual, psychiatric, sensory, neurological, and learning disabilities that may affect a person's ability to participate fully in education or training.
Reasonable Adjustment	Modifications made to training delivery, learning resources, or assessment methods to enable a student with disability to participate on an equal basis with others, without compromising the requirements of the training package, unit of competency, or regulatory standards.
Disclosure	The voluntary act by which a student informs the RTO of a disability, medical condition, or learning support need that may require reasonable adjustment or additional support.
Student Support Plan	A documented plan outlining the agreed support strategies, adjustments, and responsibilities designed to assist a student with disability to participate effectively in their training.
Reasonable Adjustment Form	A formal document used by the RTO to record, approve, and monitor reasonable adjustments, typically authorised by the Compliance Manager or authorised staff member, detailing the accommodations to be implemented.

4. Legislative and Regulatory References:

This policy aligns with the following legislative and regulatory requirements:

- Standards for RTOs 2025 – Outcome Standard 2.4
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005
- National Vocational Education and Training Regulator Act 2011

5. Policy Statement:

The RTO is committed to creating an inclusive and supportive learning environment where students with disability are provided with fair and equitable opportunities to participate in training and assessment.

The RTO will:

- Encourage voluntary disclosure of disability or support needs during the enrolment process and Pre-Training Review (PTR) discussions.
- Ensure that all reasonable adjustments are assessed, approved, documented, and implemented in accordance with RTO procedures and authorised by the Compliance Manager.
- Ensure that any reasonable adjustment does not compromise the requirements of the training package, the Rules of Evidence, or the Principles of Assessment.
- Clearly document and communicate reasons to the student where a requested adjustment cannot be implemented.
- Maintain confidentiality of student information and ensure that disability disclosures are managed in a respectful and supportive manner.
- Support students through inclusive practices that promote equity, access, and academic integrity.

6. Step-by-Step Procedure:

Step	Action	Responsibility
1	Include a section in the Enrolment Form allowing students to voluntarily disclose any disability or learning support needs.	Admin Officer
2	Discuss any disclosed disability or support needs during the Pre-Training Review (PTR) process to identify potential support requirements.	Trainer
3	Maintain confidentiality of the student's disclosure and inform the student about available support services, rights, and reasonable adjustment options.	Student Support Officer
4	Collect supporting documentation where applicable and refer the matter to the Compliance Manager for assessment.	Trainer / Student Support Officer
5	The Compliance Manager evaluates the request and determines whether a reasonable adjustment is appropriate, completing the Reasonable Adjustment Form to document the decision.	Compliance Manager
6	Where approved, implement the agreed reasonable adjustments (e.g., additional assessment time, assistive	Compliance Manager



	technology, alternative learning formats) ensuring that training package requirements and assessment standards are not compromised.	/ Trainer
7	If the requested adjustment cannot be implemented, document the reasons and notify the student promptly and respectfully.	Compliance Manager
8	Monitor the student's progress and review the effectiveness of the adjustment periodically, making changes where required.	Compliance Manager / Trainer
9	Store the Reasonable Adjustment Form and related documentation within the Student Management System (SMS) or student file for compliance and audit purposes.	Admin Officer

7.Related Document:

The following documents support the implementation of this policy:

- Enrolment Form
- Pre-Training Review (PTR) Form
- Reasonable Adjustment Form
- Student Handbook
- Student Management System (SMS) Student File
- Continuous Improvement Register