



**IONA COLLEGE**  
TRINITY

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## Student Reasonable Adjustments Policy and Procedure

*Approved by the Board of Directors on 27 October 2022*

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## 1. Purpose

The focus of this Policy and Procedure is to set out the approach of Iona Trinity College of Higher Education (the College) towards facilitating access to resources for any student with a disability.

This Policy and Procedure applies, when the circumstances arise, to students who are required to study off campus (e.g. due to a critical incident affecting the campus or the city, a pandemic or reasons that prevents the student from being able to attend class on campus).

## 2. Scope

This Policy applies to:

- Commencing and continuing students of the College
- All College staff
- Members of the College's Governing Bodies, and
- Individuals engaged by the College to provide services, such as contractors.

## 3. Policy

The College will comply with the requirements of Commonwealth legislation and regulations including the *Disability Discrimination Act 1992* and *Disability Standards for Education 2005*. The College will also comply with state and local legislation and regulations pertaining to disability and reasonable adjustments.

Reasonable adjustments will focus on how a person's injury, illness or disability affects their ability to participate in their studies and what adjustments can be made to overcome this.

Reasonable adjustments will be personalised to meet individual needs and circumstances on a case-by-case basis.

Reasonable adjustments are to be reviewed regularly to ensure they remain relevant and effective.

Students with a disability, irrespective of their cultural, racial or gender identity, will be given opportunities on the same basis as students without disabilities, including comparable access, services and facilities, and the right to participate in education unimpeded by discrimination. The College will make reasonable adjustments to assist in admission, participation in the College's courses, and in the use of facilities or services.

### 3.1 Principles

This Policy and Procedure is premised on the following principles:

- **Prevent** | Discrimination across all areas of the College's operations will not be tolerated
- **Remove** | Unexpected barriers, costs and technology requirements will be removed to ensure all students are able to access learning resources. Students with a disability will be assisted if seeking reasonable adjustments
- **Rights** | The College will ensure management is aware of its responsibilities with regard to the rights of people with disabilities

- **Awareness** | Staff members and students will be made aware that the College does not tolerate discrimination, harassment or victimisation of any person, including students with disabilities
- **Reporting** | Students and staff will be encouraged to report incidences of discrimination, harassment, or victimisation
- **Participation** | The College will as much as possible enable students with a disability to apply for, and participate in, the course on the same basis as other students
- **Support** | The College will encourage prospective and commencing students to disclose their particular needs arising from a disability in order that the College can provide them with adequate support.

#### 4. Procedure

The College will provide reasonable adjustments as required by Commonwealth and state legislation and regulations to enable all students to participate on the same basis as prospective or current students without disabilities. This includes:

- Seeking admission to or applying for enrolment in one of the College's courses
- Treatment regarding decisions about admission or enrolment
- Participation in programs or courses offered by the College.

For the purpose of this Policy and Procedure, reasonable adjustments include:

- Physical adjustments – modifying study spaces to make them accessible
- Adjustments to assessment –providing additional training, modifying assessment or study patterns
- Technological assistance – providing new tools or modifying existing ones, such as speech recognition software, teletypewriters, or magnification devices.

Students may apply for reasonable adjustments at the admission stage or through communicating with Student Services.

When a student discloses a particular need, the Student Services Manager will:

- Consult with the student, their Course Coordinator, or the Principal, particularly if adjustments to the student's assessment are necessary
- Consider whether an adjustment is necessary, having regard to the information provided in the Application form
- If an adjustment is necessary, identify a reasonable adjustment
- Arrange for the reasonable adjustment to be implemented.

In reviewing the request, the Student Services Manager will consider whether the adjustment is unreasonable, would cause unjustifiable hardship on the College, or impact on the integrity of the course. In such cases the College is not required under section 10.2 of the *Disability Standards for Education 2005* to implement the adjustment and the student will be informed accordingly. The College may provide an alternative adjustment to the student's preferred form of adjustment if it is judged that the alternative is effective in achieving the desired purpose.

When considering an adjustment, the Student Services Manager may have to obtain information about the student's disability or individual requirements and may seek a detailed assessment by an independent expert about the nature of the disability or student's circumstances and the adjustment that is appropriate for the student.

The decision of the Student Services Manager will be reviewed by the Principal.

Information about a student's disability or individual requirements will be kept confidential, and in accordance with the College's *Personal Information and Privacy Policy and Procedure*, except where disclosure is required for the purposes of the adjustment or in accordance with a lawful requirement.

## 5. Grievances and Appeals

A student who wishes to lodge a formal complaint about any aspect of the implementation of this Policy and Procedure may do so under the provisions of the *Student Grievance Policy and Procedure*.

If a student is dissatisfied with the outcome of any grievance lodged, or about a decision made under this Policy and Procedure, they may lodge an appeal under the provisions of the *Student Appeals Policy and Procedure*.

## 6. Monitoring and Improvement

The College collects data on the participation, progress, and completion of identified student groups, including students with a disability. Student feedback will be sought on their experience of diversity and equity at the College, including access to support services.

The collected data will be used to:

- Monitor trends in admission, participation, retention, and completion rates.
- Improve its disability support strategies in relation to the accessibility and effectiveness of support services.

The College will benchmark its performance against relevant sector data and will establish targets as appropriate.

The Board of Directors will receive an annual report on the adequacy and effectiveness of its strategies considering the particular mix of student subgroups and will make adjustments to its strategies as required.

## 7. Responsibilities

All students, irrespective of their cultural, racial or gender identity, are responsible for:

- Disclosing that they seek reasonable adjustments where required
- Ensuring their behaviour and conduct reflects the standards of the College's *Student Code of Conduct*
- Not taking unfavourable action against a person that has reported an alleged discrimination, and
- Reporting incidences of discrimination or victimisation to the Principal promptly.

All staff have responsibilities for:

- Complying with anti-discrimination and equal opportunity laws at all times in the course of their duties, including the obligation not to harass or victimise students with disabilities
- Ensuring that their behaviour and conduct is consistent with this Policy and Procedure
- Not taking unfavourable action against a person that has reported an alleged discrimination.
- Reporting incidences of discrimination or victimisation to the Principal promptly

The Student Services Manager is responsible for:

- Assessing applications for reasonable adjustments and making a decision
- Reporting to the Principal annually on the implementation of reasonable adjustment strategies, including any observable trends
- Maintaining the confidentiality of records relating to students' application for reasonable adjustments.

## 8. Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows:

Disability	Any physical, sensory, neurological, intellectual, psychiatric or learning disability, including: physical disfigurement, the presence in the body of disease-causing organisms and total or partial loss or absence of part of the body or a bodily function. It also includes a temporary, permanent, current, past or future disability, and chronic health conditions which may not commonly be considered disabilities  Disability does not discriminate and could be applicable to any students, irrespective of their cultural or racial background, or their gender identity
Discrimination	Proposing to treat or actually treating a person less favourably than, in circumstances that are the same or are not materially different, the discriminator treats or would treat another person because of a personal characteristic protected by the law, in this case a disability
Equity	Fairness and impartiality
Harassment	Action that is reasonably likely to humiliate, offend, intimidate, or distress
Reasonable adjustment	Measures or actions taken to assist a person to participate on the same basis as others and achieves this purpose while taking into account the person's needs and balancing the interests of all parties affected, including people with disability, the College, its staff, and students
Unjustifiable hardship	A situation where making an adjustment would be unreasonable, based on an assessment of what is fair and reasonable in the circumstances. The College will exhaustively seek out viable alternatives to ensure reasonable adjustments if an initial request cannot be provided

Victimisation	Subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, harassment, or victimisation
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## 9. Version History

Version #	Changes	Approval Body	Approval Date
1.0	Original Version	Board of Directors	27/10/22
1.1	Clarifying that students with disabilities include those from diverse backgrounds	Board of Directors	27/07/23

## 10. Additional Information

Policy Status	Approved
Policy Owner	Principal
Next Review Date	3 years from Approval Date
Associated Internal Documents	Personal Information and Privacy Policy and Procedure Student Appeals Policy and Procedure Student Grievance Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2021	Standard 3.3.3
National Code of Practice for Providers of Education and Training to Overseas Students 2018	
Other Applicable Legislation and Instruments	Disability Discrimination Act 1992 Disability Standards for Education 2005

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