

<b>Document title:</b>		Access and Inclusion Reasonable Adjustments Policy
<b>Approving authority:</b>		Board of Directors
<b>Related policies:</b>		Assessment System Policy Regulatory Requirements Policy Aboriginal and Torres Strait Islander Education Policy Application and Admissions Policy Language, Literacy, and Numeracy (LLN) Support Policy Student Pregnancy and Maternity Support Policy Student Support Services Policy
<b>Next review:</b>		01/06/2026
<b>Version</b>	<b>Release date</b>	<b>Comment</b>
V1.0	01/06/2023	Initial release

## 1. Introduction

The Access and Inclusion: Reasonable Adjustments Policy outlines ITAC's commitment to providing appropriate modifications to training and assessment practices or resources for students with special needs, disabilities, or other circumstances that may require adjustments. This policy ensures compliance with the Standards for RTOs and the Disability Standards for Education.

## 2. Scope

This policy applies to all students seeking reasonable adjustments in their training and assessment activities, and to ITAC staff responsible for implementing and managing these adjustments.

## 3. Purpose

The purpose of this policy is to ensure that ITAC provides an inclusive learning environment by making reasonable adjustments for students who require additional support or modifications to participate in their chosen courses, in accordance with the Disability Standards for Education and other relevant legislation.

## 4. Policy Statement

ITAC is committed to providing reasonable adjustments for students with disabilities, special needs, or other circumstances that may impact their ability to engage in training and assessment activities. Reasonable adjustments are intended to enable students to meet the requirements of their chosen courses while maintaining the integrity of the training package.

## **5. Requesting Reasonable Adjustments**

Students who require reasonable adjustments should inform ITAC as soon as possible, preferably before enrolment. ITAC will work collaboratively with the student to determine appropriate adjustments and implement them in a timely manner.

## **6. Types of Reasonable Adjustments**

Reasonable adjustments may include, but are not limited to:

- Providing additional time for a student to complete assessments
- Chunking or scaffolding tasks into small steps/periods of time
- Offering verbal assessments for students who lack English skills
- Adapting equipment and resources
- Use of assistive technologies, teaching aids, and props
- Presenting assessments and other documents in alternative formats
- Assistance of a personal carer, interpreter, or translator

## **7. Maintaining Training Package Requirements and Course Integrity**

While ITAC is committed to providing reasonable adjustments for students, it is important to note that the requirements of the training package must always be met, and the integrity of the unit and course requirements must be upheld. Reasonable adjustments should not compromise the learning outcomes, competencies, or assessment criteria of the course.

ITAC will carefully consider each request for reasonable adjustments to ensure that the proposed adjustments do not alter the fundamental requirements of the course or result in an unfair advantage for the student. By maintaining the integrity of the training package and course requirements, ITAC ensures that all students who complete their chosen courses can demonstrate the necessary skills, knowledge, and competencies to meet industry standards.

## **8. Review**

This policy will be reviewed annually to ensure it remains current and reflects best practice in providing reasonable adjustments for students with special needs or disabilities.

## **9. Training**

ITAC staff will receive ongoing training in implementing and managing reasonable adjustments to ensure they are well-equipped to support students who require additional assistance.

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