



Reasonable Adjustment Policy and Procedure

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1. PURPOSE

- 1.1 This document specifies Laneway Education's (the College) reasonable adjustment policy and procedure.
- 1.2 The College has an obligation to assist learners who may need some flexibility in training and assessment so that their individual needs can be met.

2. SCOPE

- 2.1 This document applies to all staff and learners in the College.

3. DEFINITIONS

- 3.1 *Reasonable adjustment* in VET is the term applied to modifying the learning environment or making changes to the training and/or assessment delivered to assist a learner with a disability.

4. POLICY STATEMENT

- 4.1 The College uses reasonable adjustments to make sure that learners with a disability have:
 - 4.1.1 the same learning opportunities as learners without a disability; and
 - 4.1.2 the same opportunity to perform and complete assessments as those without a disability.
- 4.2 Reasonable adjustment may require something as simple as changing classrooms so a learner is closer to amenities, or installing a particular type of software on a computer for a person with vision impairment.
- 4.3 Reasonable adjustment applied to participation in teaching, learning and assessment activities can include:
 - 4.3.1 customising learning and/or resources and activities;
 - 4.3.2 modifying the presentation medium;
 - 4.3.3 modifying or providing special equipment such as special computer software and keyboard and large screen monitors;
 - 4.3.4 the provision of special assistance, such as an interpreter for hearing impaired candidates;
 - 4.3.5 the adaptation of the assessment methodologies, without weakening the integrity of the assessment system. For example, the College may allow of extra time to complete assessments, or may vary question and response, e.g. using oral questioning instead of written questions.
- 4.4 The purpose of reasonable adjustment is to make it possible for learners to participate fully. It's not to give learners with a disability an advantage over others, to change course standards or outcomes, or to guarantee success.
- 4.5 Reasonable adjustment in teaching, learning and assessment needs to be justifiable and uphold the integrity of the qualification. This means that, wherever possible, 'reasonable' adjustments are made to the learning and/or assessment process to meet the needs of individual candidates. In certain cases, learners that request reasonable adjustment will be required to provide third-party evidence of the stated condition to be eligible for reasonable adjustment.

5. PROCEDURE

- 5.1 Should a learner wish to apply for reasonable adjustment to some aspect of their studies, they must submit their request in writing to their trainer and assessor. The request may be via email or hard copy.

- 5.2 Where applicable, a learner should provide all relevant documentation or other evidence to support their application for reasonable adjustment.
- 5.3 Once the trainer and assessor receives the application for reasonable adjustment, along with any supporting documentation, they will decide if the reasonable adjustment requested is appropriate.
- 5.4 If the reasonable adjustment requested *is* appropriate and does not negatively impact the integrity of the course, the trainer and assessor will make the arrangements to implement the reasonable adjustment.
- 5.5 The learner will receive notification of the outcome of their request within 5 working days.
- 5.6 The trainer and assessor will keep copies of all relevant documents and correspondence on the learner's file.
- 5.7 If the reasonable adjustment requested *is not* appropriate as it would negatively impact the integrity of the course, the trainer and assessor will meet with the Head of Product to identify an alternative reasonable adjustment solution.
- 5.8 Once the trainer and assessor and the Head of Product have identified an alternative reasonable adjustment solution, the trainer and assessor will meet with the learner to discuss the situation. This step continues until a mutually agreeable solution is decided.
- 5.9 The learner will receive notification of the outcome of their request within 5 working days.
- 5.10 The trainer and assessor will keep copies of all relevant documents and correspondence on the learner's file.

6. RESPONSIBILITIES

- 6.1 Laneway Education implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

	CEO	Head of Growth	Head of Product	Administration and Enrolment Coordinator	Administration and Enrolment Team Members	Trainers and Assessors	Student Experience Team Members	Growth Team Members	Head of Compliance
R			X			X			
A	X								
S									
C									X
I		X		X	X		X	X	

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

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Revision History			
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14/06/2017	1.1	Document style and content edits	Dan Wortley
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11/03/2019	2.0	Change to company name. Replacement of term Academic Director with Head of Product.	Dan Wortley
04/06/2019	2.1	Minor document format and content edits	Stuart Hicks