

## Disability and Special Needs Policy

Policy number	RTOPO16	Version	1.1
Drafted by	Sally Wynd	Approved by M/C on	28/3/2018
Responsible person	Service Manager	Scheduled review date	28/3/2019

### **Responsibilities**

1. The Service Manager of Eagles RAPS Inc. is responsible for the implementation of this procedure.
2. The Service Manager of Eagles RAPS Inc. is responsible for reviewing this procedure as and when the need arises.
3. All trainers and assessors are to adhere to this procedure

### **Purpose**

Eagles RAPS Inc. is committed to providing accessibility and an inclusive environment to ensure equal opportunity and participation for all students.

This Policy outlines Eagles RAPS Inc.'s commitment to support students with disabilities or special needs in accordance with the *Commonwealth Disability Discrimination Act 1992* and the *Commonwealth Disability Standards for Education 2005*.

### **Policy**

Eagles RAPS Inc. respects the rights of students with disabilities to fully participate in education that is accessible, inclusive and equitable in student engagement outcomes. This includes the use of facilities and services.

Eagles RAPS Inc. is committed to providing access and opportunities to students with disabilities or special needs which is comparable to all other students. In order to meet its commitment and legislative responsibilities, Eagles RAPS Inc. commits to the following Policy Principles.

### **Policy Principles**

Eagles RAPS Inc. is committed to:

- The provision of a learning environment that supports the learning experience of students with disabilities or special needs;
- The provision of a learning environment that is free from discrimination or harassment;
- Access for students with disabilities and special needs to all facets of the education program and support services;
- The provision of reasonable adjustments for students with disabilities or special needs;
- The principles of the *Commonwealth Disability Discrimination Act 1992* and *Disability Standards for Education 2005*, and ensuring all staff adhere to these principles.

## **Disclosure of Disability/Special Needs**

Eagles RAPS Inc. encourages students to self-disclose the nature and extent of disabilities and special needs to the Service Manager or Coordinator who will ensure appropriate support is offered to ensure Access and Equity. Self-disclosure will enable the Service Manager and/or Coordinator to facilitate the student's successful progression through their studies.

While students are encouraged to self-disclose a disability or special need, there is no obligation for them to do so, unless it poses a health or safety risk to themselves or others. A student can self-disclose at any time during their studies. Eagles RAPS Inc. is not obligated to provide reasonable adjustment arrangements for a student who chooses not to disclose a disability or special need and therefore may not be able to provide adequate support to the student.

Information regarding a disability or special needs must be provided by a medical professional and will remain confidential and restricted to those who need to know in accordance with the *Privacy Act 1988* and Eagles RAPS Inc.'s Privacy Policy.

## **Reasonable Adjustment**

Students with disabilities and special needs are entitled to reasonable adjustments to reduce the impact of the disability or special needs and provide an equitable opportunity for academic success. Reasonable adjustments may be modified learning resources, modified learning environment, modified teaching method, or modified assessment conditions to increase the participation for the student without compromising the academic standard or need to meet outcomes of the course requirements.

Reasonable adjustments must meet a balance between the student's needs and the interests of all parties, including the student with the special need, staff and other students.

Eagles RAPS Inc. is not obligated to make any adjustment or modification that may impose an unjustifiable or unreasonable hardship on the organisation. Reasonable adjustments will be negotiated with the student, the Service Manager and any other relevant staff members.

This policy should be read in conjunction with the Reasonable Adjustment Policy and the English Proficiency Policy.

## **AUTHORISATION**

SIGNED: Marten Wynd, President/Public Officer



DATE: 27 March 2018

## **Procedure**

<u>Document Number</u>	<u>RTOPR016</u>	<u>Version</u>	<u>1.1</u>
<u>Date of Issue</u>	<u>21/3/18</u>	<u>Contact: Service Manager</u>	<u>0418 417124</u>

## **Accessibility**

Eagles RAPS Inc. recognises the importance of providing accessibility to the premises and facilities.

Eagles RAPS Inc. will maintain and provide wherever possible the level of accessibility to existing buildings and will ensure that any new buildings meet the appropriate standards to comply with the *Disability (Access to Premises – Buildings) Standards 2010* as a minimum requirement.

## **Exemptions**

- Eagles RAPS Inc. is not obligated to provide adjustments for a student who does not disclose a disability or special need;
- Eagles RAPS Inc. is not obligated to make any adjustment or modification that may cause unjustifiable and unreasonable hardship on the organisation;
- Eagles RAPS Inc. cannot compromise the academic standards or inherent requirements of a course or Unit of Competency;
- Eagles RAPS Inc. reserves the right to isolate or discriminate against a student with a disability or special needs where it is reasonably necessary to protect the safety and well-being of the student or other people.

## **Roles and Responsibilities**

The Service Manager. is responsible for:

- Ensuring that the Policy and Procedure is accessible to all staff and students;
- Ensuring that this Policy and Procedure is implemented and applied consistently across all areas of the organisation.

## **Complaints**

Students who have a complaint should refer to the Complaints Policy. Students should firstly discuss their complaint with the Coordinator or the Service Manager, and if they are not satisfied with the outcomes of these discussions, they should follow the process provided in the Complaints Policy.

## **Related Documents**

- Complaints Policy
- Special Circumstances Policy
- Access and Equity Policy
- Assessment Policy
- English Proficiency Policy
- Privacy Policy
- Reasonable Adjustment Policy

## AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer



DATE: 27 March 2018

## Revision History

<b>Revision</b>	<b>Date</b>	<b>Description of Modifications</b>
1	27/6/2022	Change Educations Program Manager to Coordinator; Change Grievances to Complaints
2		
3		
4		
5		
6		
7		
8		
9		
10		

