



Reasonable Adjustment Policy

Scope

This policy applies to all prospective domestic and international Kaplan Higher Education Pty Ltd, (KHE), pathway college (College) students and to individuals currently enrolled in College programs.

Purpose

This policy establishes guidelines for managing requests for reasonable adjustment from students with a disability, condition or special learning need.

Overview

The College is committed to adhering to the *Disability Discrimination Act 1992* and the *Disability Standards for Education 2005* to prevent discrimination of any form against a student based on disability. As a result, the College has strategies in place to ensure that students with disabilities are reasonably accommodated within their learning environment to ensure equal opportunity and access to education.

Reasonable Adjustment

Reasonable adjustment is an adjustment made for students with a disability, condition or special learning need. Generally, an application for reasonable adjustment is made at the time of a student's application for admission, however, a student can make an application at any time during their enrolment. Reasonable adjustments are made to ensure that students are not presented with artificial barriers to learning or demonstrating learning achievement in their studies. Reasonable adjustment may include (but are not limited to):

- the use or loan of adaptive/assistive technology or equipment for use by people with a disability or illness to enable them to undertake their study/assessment in a fair and equitable manner. (e.g., seating, PC)
- alternative methods of assessment (e.g., verbal assessment)
- individual conditions of assessment (e.g., seating arrangements, additional 10 minutes per hour, toilet/rest/exercise breaks, bite sized food/drink)
- accessible learning formats (e.g., large print materials, coloured exam paper)
- provision of a scribe
- referral to additional services.

Process for Applying for Reasonable Adjustment

The College Services Team (CST) manages queries in relation to students with disabilities. They are the main points of contact for students with disabilities and their duties include:

- managing enquiries and issues related to the educational experience of students with disabilities at the College
- providing basic disability support and ensuring students with disabilities are treated equitably
- assisting other College staff with strategies for responding to students with disabilities' requests
- ensuring appropriate disclosure, confidentiality and privacy is maintained in the triaging of requests for learning assistance or reasonable adjustments
- assisting students with disabilities in getting appropriate, reasonable adjustments for study materials, assessment tasks and environmental improvements, as required
- identifying useful assistive technologies that may be used in assisting students with disabilities.



Current or prospective students who wish to apply for reasonable adjustment should follow the steps outlined below:

1. Student submits an *Application for Reasonable Adjustment Request* (including Verification & Impact Statement) to the CST team.
2. Applications will be reviewed by the CST and relevant College staff.
3. The student will be informed of the outcome within 5 working days of the application being received.
4. Where appropriate and in accordance with confidentiality principles, the CST may communicate a student's specific needs in relation to learning and assessment to relevant academics or administrative staff for assessment or support.
5. A meeting may be set up with the student and the CST to discuss the application and formalise a College Access Plan (CAP) (students should advise the CST if their situation changes during their studies).
6. The CST will review the CAP with the student annually, or earlier if circumstances change. Where a student has a permanent disability that will not change, the CAP will be reviewed where changes to arrangements are required. If a student has completed more than 15 weeks in the General Academic English (GAE) program, a revision is required upon transition to the pathway program.
7. Students who are dissatisfied with the outcome of a reasonable adjustment application may seek recourse in accordance with the *Grievances, Complaints and Appeals Policy*.

Special Consideration

Where a student requires special consideration for a missed assessment that is separate to their reasonable adjustment arrangements, student should see the *Special Consideration Policy & Procedure* and apply for each instance of special consideration as required.

Relevant Legislation

As a registered higher education provider, the College operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below:

- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students (Foundation Program Standards) Instrument 2021
- Education Services for Overseas Students Regulations 2019
- ELICOS Standards 2018
- Higher Education Standards Framework 2021 (Threshold Standards)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

Related Policies

This Policy should be read in conjunction with the following College policies:

- Admissions Policy
- Compassionate and Compelling Circumstances Policy
- Diversity, Inclusion and Equity Policy
- Grievances, Complaints and Appeals Policy
- Special Consideration Policy & Procedure
- Support for Students Policy

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officers to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	College Director			
Review Date	April 2027			
Approved by				
Vice President, Academic under a standing delegation from the KHE Academic Board				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Student Services Manager	Creation of document	12 June 2020	12 June 2020
1.1	Quality, Regulations and Standards Team	Policy re-branded for new KHE college. Minor editing and formatting changes.	10.03.2025	11.03.2025