

# Support for Students with Diagnosed Access Needs

## Procedure

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Related policies and documents:	Support for Students with Diagnosed Access Needs Policy Diversity Access and Equity for Students Policy Student Complaints, Grievances and Appeals Policy Disability Action Plan

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## Purpose

To ensure that William Angliss Institute (WAI) provides access, equity and inclusion for all students in training and education and provide appropriate support to students with a diagnosed disability, medical or mental health condition.

## Procedure

This procedure relates to all services and interactions provided to WAI students with a diagnosed disability, medical or mental health condition. All WAI staff, including contractors and agency staff, have a responsibility to ensure that appropriate action is taken to ensure fair and equitable access is provided for students with a diagnosed disability, medical or mental health condition.

### Student Services Responsibilities

Student Services uses a people-centred approach to provide access support for students with a diagnosed disability, medical or mental health condition, who have registered with Access & Disability Services, to assist them to participate in their learning on the same basis as other students.

Student Services will provide assistance to a student with a diagnosed disability, medical or mental health condition. For example, Student Services will:

- Consult with the student and other relevant parties to assess the student's needs and develop an individual access plan.
- Respect the voice of the student, as the expert in their own lived experience, and support their right to self-agency.
- Provide appropriate level and amount of access support, e.g. Auslan interpreter, note taker, participation assistant, reasonable and necessary modifications to furniture and equipment, specialised equipment.
- Recommend reasonable adjustments to delivery and assessment to appropriate teaching staff.
- Liaise with relevant staff regarding delivery, assessment and reasonable adjustment.
- Provide ongoing consultation to remain responsive to the changing needs of students.
- Organise and allocate appropriate Education Access staff.
- Provide advocacy and mediation services if any grievance arises.

### Teaching Staff Responsibilities

WAI provides reasonable adjustment for any student with a disability, or medical or mental health condition to assist the student to participate in their course on the same basis as other students.

Teaching staff will:

- Work in consultation with the student and the Disability Liaison Officer to follow reasonable adjustment recommendations for delivery and assessment.
- Provide flexible and inclusive teaching practice to students with a disability, medical or mental health condition to minimise barriers to participation.

### Program Leader Responsibilities

WAI staff actively support an environment where students with diagnosed access needs receive necessary and reasonable adjustments to ensure inclusion and participation in their course.

Program Leaders will:

- Ensure all relevant teachers are informed about the education access needs of students with disabilities, medical or mental health conditions.
- Ensure teachers working with students with access needs provide reasonable adjustments as recommended in their access plan.
- Consult with students with disabilities, medical or mental health conditions and the Disability Liaison Officer about education access needs.

### Enrolment Staff Responsibilities

WAI allows reasonable adjustment for any student with a diagnosed disability, medical or mental health condition to assist them to meet their course requirements.

Enrolment staff will:

- Assist students who require reasonable adjustment during the application and enrolment process.
- Assist with results, course advice, Recognition of Prior Learning (RPL) and credit transfers.
- Ensure that admissions and enrolment procedures do not discriminate against people with a disability, medical or mental health condition.
- Consult the Access & Disability Coordinator about enrolment for students with access needs
- Refer students to the Disability Liaison Officer when students have indicated a disability medical or mental health condition during the enrolment process.

### Facilities Staff Responsibilities

WAI allows reasonable adjustment for any student with a diagnosed disability, medical or mental health condition to assist them to meet their course requirements.

Facilities staff will:

- Respond to requests about adequate physical access and facilities.
- Assess the physical environment and ensure access to campus is continually improved.
- Liaise with the Access and Disability Service to provide physical adjustments in a timely manner.

## Library

WAI allows reasonable adjustment for any student with a diagnosed disability medical or mental health condition to assist them to meet their course requirements.

Learning Resource Centre (LRC) staff will:

- Provide appropriate adaptive technology and alternative information formats for students with a disability, medical or mental health condition.
- Provide uncomplicated access to LRC services for students with a disability, medical or mental health condition.

## Students' responsibilities

Students will:

- Share information about their disability at enrolment when seeking support
- Provide appropriate medical documentation to support a diagnosis of their disability, medical or mental health condition.
- Where this is not possible, WAI will advise students on how to get an assessment from an independent body.
- Communicate proactively with teachers and the Disability Liaison Officer about access needs.

## Relevant Supporting Documentation

Supporting documentation should verify the diagnosed disability, medical or mental health condition of the student and detail the ways in which it impacts the student's studies. This will allow WAI to put in place the most appropriate level and type of support to best assist the student in achieving their educational goals.

Documentation must be in English, current, and be signed and dated by an appropriate medical practitioner or specialist. All documents must be original or certified copies as faxed, photocopied or scanned documents will not be accepted.