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Related Documents	<i>Bullying, Harassment &amp; Discrimination Policy.</i> <i>Admission and Enrolment Policy and Procedure</i> <i>Assessment, Grading Policy and Procedure</i> <i>WIL Assessment Policy</i> <i>Course Enrolment Policy</i> <i>Disability Policy</i> <i>Student Support Policy</i> <i>Student Equity, Diversity and Fair Treatment Policy</i>

## 1. Purpose

This policy outlines the Analytics Institute of Australia (AIA) approach to, as far as reasonably possible, removing barriers to students or prospective students undertaking an AIA course and accessing learning and teaching resources.

## 2. Scope

This policy applies to all prospective or current students of AIA. In relation to Reasonable Adjustments, it should be read in conjunction with the *AIA Disability Policy*.

## 3. Principles

All prospective and current students of AIA may seek assistance and support to undertake a course and to access learning and teaching resources under this policy. This includes support to students who may be seeking Reasonable Adjustments for when they commence study or when their circumstances change after commencement. AIA is committed to making reasonable adjustments to accommodate students as far as is reasonable. However, in so doing it will not compromise the academic standard or any essential component of a program.

### i. Determining Reasonable Adjustments

- Students and prospective students with a disability as defined below may apply for Reasonable Adjustments to assist them to participate in learning, teaching and assessment on an equivalent basis to other students.
- Whether an adjustment is reasonable will be determined in accordance with the Disability Standards for Education 2005 (CTH) <https://www.education.gov.au/resources-schools-and-families-about-disability-standards-education-2005>. This will involve considering all the relevant circumstances and interests, including the student's disability, the nature and duration of the reasonable adjustments based on medical documentation supplied, the effect of proposed adjustment on the student and on anyone else affected, including the AIA, staff and other students.

- c) Notwithstanding the above, an adjustment is not reasonable if it would:
- Compromise the integrity of the program courses or assessment requirements and processes; or
  - Remove or bypass any inherent requirements.

## ii. Provision of Reasonable Adjustments

- a) Students are eligible for Reasonable Adjustments if they have a disability, temporary injury, or an ongoing medical condition.
- b) AIA will provide Reasonable Adjustments to eligible students subject to the parameters of this Policy and the *AIA Disability Policy*. Reasonable Adjustments can include, but are not limited to the physical environment, teaching delivery and format, alternative assessment arrangements, and utilization of assistance equipment.
- c) There will be no Reasonable Adjustments provided to eligible students if they would impose unjustifiable hardship on the AIA.

## iii. Implementing Reasonable Adjustments

- a) Prospective and enrolled students should contact Office of Dean of Students at their earliest opportunity to ensure that Reasonable Adjustments can be made available. Some Reasonable Adjustments may require lead time and so need to be organised prior to the trimester commencing. Continuing students with complex requirements must advise their Course Convenor of their proposed Units prior to the start of each trimester or there may be a delay in organising Reasonable Adjustments.
- b) The process and documentation requirements are set out in detail in the *AIA Disability Policy*. In summary, to apply for learning and/or assessment adjustments the student completes and submits a “*Reasonable Adjustment Application Form*” to the Office of Dean of Students.
- c) Documentation from an appropriate registered health practitioner (e.g. doctor, physiotherapist, psychologist) is required. Such documentation should confirm the presence and nature of the disability and recommend the type/s of adjustment required and must be no older than two years when first submitted to Office of Dean of Students. An updated version will be required every two years.
- d) The AIA may require students to obtain further documentation or assessments confirming the nature of the student’s disability and the measures or actions that are appropriate for the student.

## iv. Changed Circumstances

- a) AIA understands that any student may require support and adjustments if their circumstances change while studying at AIA. The *AIA Student Support Policy* sets out arrangements that can be made for students experiencing difficulties accessing learning and teaching resources, for example, borrowing a laptop or alternative means to access the AIA network, as well as for students who can’t access or undertake assessment tasks. In the first instance, students can contact the Student Support Office to discuss their needs.

## v. Confidentiality

- a) Information provided to Student Services and to staff regarding the nature of a student's disability will not be disclosed unless:

- the AIA has reasonable grounds for concern about the health or safety of the student or other persons; or
  - the student gives express consent; or
  - disclosure of the information is required by law; or
  - it is necessary for the AIA to obtain legal advice.
- b) Information regarding the functional impact of a student's disability may be shared with AIA staff solely for the purpose of determining what Reasonable Adjustments can be made to assist the student with their learning, teaching and assessment.

#### vi. Grievances

- a) A student who wishes to appeal a decision made pursuant to the policy should follow the *Student Grievance, Resolution Policy and Procedure*.

## 4. Definitions

**Disability** has the same meaning as section 4(1) of the Disability Discrimination Act 1992(Cth). <https://www.legislation.gov.au/Series/C2004A04426>

**Disability Support** means services and arrangements provided by AIA to assist a student with a disability to participate in learning, teaching and assessment on an equivalent basis to other students.

**Inherent Requirements** are the capabilities, knowledge and skills that are essential to achieve the core learning outcomes of a program or to satisfy curriculum requirements.

**Reasonable Adjustments** are measures or actions to assist a student with a disability to participate in learning, teaching and assessment on an equivalent basis to other students that are determined as reasonable in accordance with this Policy.

## 5. Responsibilities

The Chief Operating Officer, in collaboration with the Dean of Students is responsible for maintenance and implementation of this Policy.

## 6. Legislation and Associated Documents

- Australian Human Rights Commission (2015) Disability Discrimination <https://www.humanrights.gov.au/quick-guide/12028>
- Disability Discrimination Act (1992), No. 135, 1992, Compilation No. 30 <https://www.legislation.gov.au/Details/C2015C00252>

- Commonwealth of Australia, Disability Standards for Education (2005)  
[https://docs.education.gov.au/system/files/doc/other/disability\\_standards\\_for\\_education\\_2005\\_plus\\_guidance\\_notes.pdf](https://docs.education.gov.au/system/files/doc/other/disability_standards_for_education_2005_plus_guidance_notes.pdf)
- Higher Education Standards Framework, Standards: 1.3.2, 2.2.1, 2.2.2, 2.2.3, 2.3.3, 2.4.3, 5.2.1

## Version history

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