

Provision of Support for Students with Disabilities Policy and Procedure

1. Policy Statement and Purpose

This policy is to provide a mechanism of support for students with disabilities.

2. Scope

This policy and procedure applies to all students of a High School, Foundationⁱ, ELICOS or Higher Education course delivered and awarded by a SGA College listed in the footer of this document and staff of these colleges. It should be read in conjunction with *SGA's Student Disability Policy and Procedure*, which describes the support and counselling available to a student with a *disability from the pre-enrolment stage through to completion of their studies*.

It should be noted that the policy and procedures set out herein do not replace or modify procedures or any other responsibilities which may arise under other policies or under statute or any other law.

3. Definitions

(Sourced from the Disability Standards for Education 2005)

Disability

Disability, in relation to a person, means:

- a. Total or partial loss of the person's bodily or mental functions; or
- b. total or partial loss of a part of the body; or
- c. the presence in the body of organisms causing disease or illness; or
- d. the presence in the body of organisms capable of causing disease or illness; or
- e. the malfunction, malformation or disfigurement of a part of the person's body; or
- f. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- g. a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and
 - o includes a disability that presently exists or
 - o previously existed but no longer exists, or
 - o may exist in the future, or
 - o is imputed to a person.

Adjustment

Adjustment is a measure or action taken to assist a student with a disability to participate in training on the same basis as other students.

Reasonable Adjustment

An adjustment is reasonable if it takes into account the student's learning needs and balances the interests of all parties affected, including the student, the provider, staff and other students.

4. Policy Provisions

4.1 Special needs of students with disabilities

Prior to enrolment, every student is required to complete an application for admission, which, when an offer of acceptance is signed by the student, becomes part of a contract between SGA and the student for the delivery of educational services. Implicit within this contract is SGA's policy to assist learners to attain the best possible outcome from the educational service provided. Applicants are required to provide information with the application for admission about special needs they may have due to a disability.

4.2 Assistance with Language, Literacy and Numeracy

Applicants identified with special needs due to a disability in regard to language, literacy or numeracy will be provided with assistance to maximise the possibility of a successful outcome to the course. The Academic Director/Dean will consult with each student who has special needs due to a disability in regard to language, literacy or numeracy. Discussion will focus on the student's needs, his/her view of the assistance required, and how best to address the needs. Possible options could be additional English language classes, special tutoring, and/or outsourcing of specialised assistance.

4.3 Adjustments for student with a disability

Adjustments will be made as necessary for students with special needs who have a disability. Each individual with a disability will have different needs, so it is not possible for SGA to implement a set of specialised services which will suit all students with disabilities. Reasonable adjustment for each student will be determined by use of a consultative process.

4.4 Reasonable adjustment

Reasonable adjustment is designed to ensure that all people are treated equally in both the delivery and assessment processes. It is expected that a person with a disability or specific medical condition that could negatively impact on the assessment of his/her studies will be able to advise SGA in regard to the adjustments necessary for effective assessment. If necessary, SGA will seek timely advice from government agencies, support organisations or medical authorities to determine what needs to be done to accommodate the needs of the individual, or to verify that the stated condition justifies eligibility for reasonable adjustment.

The following factors will be considered:

- the nature of the individual's disability
- the information provided by, or on behalf of, the student about how the disability affects his/her ability to participate
- the student's (or associate's) views about the adjustment
- information provided by the student about his or her preferred adjustment
- the effect of the adjustment on anyone else affected
- the effect of the adjustment on the student, their ability to participate, achieve learning outcomes and operate independently
- the costs and benefits of making the adjustment.

Reasonable adjustment activities could involve:

- providing additional lighting
- providing an adjustable workstation or special seating
- modifying equipment or providing special adaptive technologies such as voice-activated computer software, special keyboard, large screen monitor or associated aids

- providing special assistance such as an interpreter for deaf candidates and provision of paper-based materials in advance of face to face sessions
- adapting teaching and delivery methods, without impacting on the delivery of the essential skills, knowledge and understanding required to meet the student outcomes
- adapting the assessment methodologies, without impacting on the validity of the attainment of the relevant student outcomes. For example: allowance of extra time, varying question and response modalities (such as use of oral questioning rather than written, and audiotaped or videotaped answers instead of written answers).

4.5 Consultation to determine reasonable adjustments

The Academic Director/Dean will meet with each student who has identified himself/herself as having special needs related to a disability. The meeting will encompass a discussion of all relevant circumstances and interests, including the student's needs, the disability and the student's views on the assistance required.

The Academic Director/Dean will organise the consultation meeting, which will take place within two working days of the commencement date of the course in which the student is enrolled. The Academic Director/Dean will take notes of the meeting, which will be placed in the student's file.

The objective of the meeting is for the Academic Director/Dean to determine:

- the need for an adjustment
- if an adjustment which is proposed is reasonable
- if there are any other reasonable adjustments which would be less disruptive and intrusive and no less beneficial for the student
- the timeframe for implementation of the reasonable adjustment

This consultation process will be repeated at regular intervals to ensure continuity in meeting the changing needs of the learner.

Further information on working with people with a disability and information on agencies provided support for people with disabilities can be obtained from the following national web site:

www.nds.org.au. The Disability Standards for Education (2005) are available at <https://www.education.gov.au/disability-standards-education-2005>.

5. Complaints and Appeals

Students who believe they have been discriminated against may take action under the SGA Student Complaints and Appeals Policy and Procedure.

6. Policy Review

This policy is reviewed at a minimum of once every 5 years by the policy owner (or delegate) to ensure alignment to appropriate strategic direction and its continued relevance to current and planned operations. The next scheduled review of this document is listed in the document history section of this document.

7. Records Management

Records in association with this policy will be kept in accordance with SGA's Records Management Policy. Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements.

8. Related Documents

SGA Student Privacy Policy, SGA Records Management Policy, SGA Student Complaints and Appeals Policy and Procedure, SGA Student Code of Conduct, which includes reference to bullying, harassment and victimisation, SGA Disability Policy and Procedure. Policies can be accessed from the College's website.

9. Related Regulations

This policy has been developed in line with requirements set out in the: Education Services for Overseas (ESOS) Act 2000 (and its amendments); National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code) which complements existing national quality assurance frameworks in education and training including the Higher Education Standards Framework (Threshold Standards, the English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018, the Foundation Standards (operating adjunct to the National Code), the NSW Education Act and related regulations for NSW Education Standards Authority (NESA) registered High Schools, the Australian Qualifications Framework (AQF), and other Commonwealth and State legislation and regulatory frameworks and standards including the Privacy Act 1988, Corporations Act 2001; Disability Discrimination Act 1992, available at <https://www.comlaw.gov.au/Details/C2015C00252>; and Disability Standards for Education 2005 (Plus Guidance Notes). Available at URL: <https://education.gov.au/disability-standards-education>.

Document Approval

Document ID	SGA Provision of Support for Students with Disabilities Policy and Procedure		
Policy Owner(s)	Head of International Study Centres – ANZ and Head of Academic Governance and Quality Assurance		
Approved by	SGA Board of Directors	Date Approved	6 September 2018
		Date Commencing	15 September 2018

Document History

Commencing Date	Summary of Changes	Next Review Date
7 December 2012	v1.0 Initial approval	July 2021
15 September 2018	v2.0 Review and minor administrative amendments to maintain regulatory and business currency.	September 2023

ⁱ References to Foundation courses herein apply only to Foundation courses delivered and awarded by SGA's Taylors College (Perth campus) and Flinders International Student Centre (CRICOS Provider Code 01682E). They do not apply to the University of Sydney Foundation Program (CRICOS Course Code: 022310D) delivered by SGA's Taylors College (Sydney campus) on behalf of the University of Sydney (CRICOS Provider code 00026A).