



Inclusive Learning and Support Procedures 2025

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Part 1 Student Learning and Disability Support Application

1.1 Orientation and Transition to Studies

- (1) Before enrolment and during orientation, students receive detailed information about their course and support services.
- (2) All students must attend orientation before starting classes. Those approved to arrive late will be provided with a catch-up orientation by the Student Success Team.
- (3) Orientation covers academic expectations, course planning, living in Sydney, scam prevention, and College policies.
- (4) Academic sessions include:
 - (a) Using the LMS and IT systems
 - (b) Accessing course advice
 - (c) Academic integrity and misconduct
 - (d) Learning and student support services
 - (e) Referencing and avoiding plagiarism
- (5) Orientation resources are also available online through the College website and student LMS.

1.2 Identifying and Responding to Individual Needs

- (1) Learning support is available throughout the course. This includes access to LMS resources, library materials, and support staff.
- (2) Before starting, students are informed about course assessments and expectations.
- (3) Teaching staff and the Student Success Team monitor attendance and assessment submissions to identify students who may need extra support.
- (4) Common areas where support may be needed include:
 - (a) English language
 - (b) Literacy and numeracy
 - (c) Study techniques and time management
 - (d) Group work and technology use
- (5) Support needs may be identified through:
 - (a) Unsatisfactory attendance and course progress
 - (b) Missed assessments
 - (c) Orientation discussions
 - (d) Self-referral or staff observation
 - (e) Evaluation surveys or intervention strategies

1.3 English Language and Academic Support

- (1) Language, Literacy, and Numeracy (LLN) abilities are reviewed at the start of each course.
- (2) Academic progress and attendance are monitored regularly, with early feedback and interventions where needed.
- (3) Students can access support for:
- (4) Essay/report writing
- (5) Referencing and avoiding misconduct
- (6) Oral presentations
- (7) Exam techniques
- (8) Library Support
- (9) IT Support
- (10) Welfare Support

1.4 Disability Support and Reasonable Adjustments

- (1) Students are informed about support options before enrolment, including how to apply for disability adjustments.
- (2) The application form includes an option to disclose a disability and request reasonable adjustments. Supporting medical or professional documentation may be required.
- (3) Students are encouraged to:
 - (a) Disclose needs early
 - (b) Communicate with the Academic Director or delegate
 - (c) Engage with their Reasonable Adjustment Plan
- (4) The Academic Director or delegate reviews applications and may consult with disability experts.
- (5) A consultation meeting is held within 10 working days to discuss:
 - (a) Whether an adjustment is needed
 - (b) If it is reasonable and achievable
 - (c) Implementation timelines
- (6) A Reasonable Adjustment Plan is developed, shared confidentially with relevant staff, and signed by the student. It is recorded in the SMS.
- (7) If a request is declined, the matter is escalated to the College Director who considers it under the Disability Standards for Education (2005) and Disability Discrimination Act (1992).
- (8) Applicants may appeal decisions under the Student Complaints and Appeals Policy.

Part 2 Notes

Recissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

USPP Inclusive Learning and Support Procedures 2025

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Date adopted	30 June 2025
Approver:	USFP Board of Studies
Owner:	College Director
Review date:	At least once every 5 years from the date of commencement.
Rescinded documents	Student Disability Policy and Procedures 2021 Student Learning Assistance Policy and Procedures 2021
Related documents	Anti-Discrimination Act 1977 (NSW) Competition and Consumer Act 2010 (Cth) Corporations Act 2001 (Cth) Disability Discrimination Act 1992 (Cth) Disability Inclusion Act 2014 (NSW) Disability Standards for Education 2005 Disability (Access to Premises – buildings) Standards 2010 Education Services for Overseas (ESOS) Act 2000 (and its amendments) Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) National Standards for Foundation Programs Privacy Act 1988 (Cth) Attendance Policy and Procedures Records Management Policy and Procedures Student Code of Conduct Student Complaints and Appeals Policy and Procedures Student Learning Assistance Policy and Procedures Student Misconduct Policy and Procedures Student Support Procedures

Student Progression and Exclusion Policy and Procedures

Student Privacy Policy

University of Sydney Under 18 International Students Policy
2015

University of Sydney Under 18 International Students Procedure
2015

Part 3 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced