



PP14 – Disability Support and Adjustments Policy

1. Purpose

This policy ensures that VET students with disability are supported through appropriate, fair and timely reasonable adjustments to ensure they can access and participate in training and assessment on an equal basis. It supports compliance with Outcome Standard 2.4 of the Standards for RTOs 2025.

2. Scope

This policy applies to all prospective and enrolled students who disclose a disability and to all RTO personnel involved in training, assessment, administration, and student support services.

3. Definitions

Term	Definition
Disability	As defined under the Disability Discrimination Act 1992, including physical, intellectual, psychiatric, sensory, neurological, and learning disabilities
Reasonable Adjustment	Modifications made to training or assessment methods to allow a student with disability to participate on an equal basis, without compromising training package or regulatory requirements
Disclosure	Voluntary act by which a student informs the RTO of their disability and/or support needs
Student Support Plan	A tailored plan outlining agreed support measures
Reasonable Adjustment Form	A formal document approved by the Compliance Manager detailing approved accommodations



4. Legislative Reference

- Standards for RTOs 2025 – Outcome Standard 2.4
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- National Vocational Education and Training Regulator Act 2011

5. Policy Statement

The RTO:

- Encourages voluntary disclosure of disability via the enrolment process and PTR discussion
- Ensures all reasonable adjustments are approved, documented and implemented only by the Compliance Manager
- Guarantees that no adjustment will compromise the training package requirements, rules of evidence, or Principles of Assessment
- Will clearly document and communicate reasons when an adjustment is not possible
- Supports students through confidential, inclusive practices that uphold integrity and student equity

6. Procedure – Step by Step

Step	Action Description	Responsible Person
1	Enrolment Form includes section for students to voluntarily disclose any disability	Admin Officer
2	Trainer discusses support needs during Pre-Training Review (PTR) if disability is disclosed	Trainer
3	Maintain confidentiality and advise student about rights and support options	Student Support Officer
4	Collect supporting documentation (if applicable) and refer to Compliance Manager	Trainer / Student Support Officer
5	Compliance Manager determines if a reasonable adjustment is appropriate and completes the Reasonable Adjustment Form	Compliance Manager



6	If approved, implement adjustments (e.g., extra time, tech aids) ensuring no compromise to training product requirements	Compliance Manager / Trainer
7	If adjustment is not feasible, document reasons and notify student promptly and respectfully	Compliance Manager
8	Monitor student's progress and review adjustment effectiveness periodically	Compliance Manager / Trainer
9	File Reasonable Adjustment Form and related records in SMS or student file	Admin Officer

7. Related Documents

- Enrolment Form
- Pre-Training Review (PTR) Form
- Reasonable Adjustment Form
- Student Handbook
- SMS Student File

Disability Support and Adjustments Process



Enrolment Form Disclosure

Students voluntarily disclose disabilities on the enrolment form.

Trainer discusses support needs with the student.

Pre-Training Review



Confidentiality and Support Advice

Student Support Officer advises on rights and support options.

Trainer and Student Support Officer collect documents and refer to Compliance Manager.

Documentation and Referral



Adjustment Determination

Compliance Manager determines if adjustments are appropriate.

Approved adjustments are implemented by Compliance Manager and Trainer.

Adjustment Implementation



Adjustment Feasibility

Compliance Manager documents reasons if adjustments are not feasible.

Compliance Manager and Trainer monitor student's progress.

Progress Monitoring



Record Filing

Admin Officer files the Reasonable Adjustment Form and related records.