**Reasonable Adjustments Policy**

The College of Practice Professors has a responsibility under the Disability Standards for Education (2005) to make any adjustments that can be made to ensure that learners do not experience discrimination. We are committed to open and fair access for learners and considering adjustment requests that do not compromise the assessment of knowledge being measured.

The learner must request any adjustments that may be needed to reduce the effect of a circumstance outside their control which places the learner at a substantial disadvantage within five days of the assessment being provided in the workshop. Any requests for reasonable learning adjustments must not affect the quality and reliability of the learning process or assessment nor must they give the learner an advantage over other learners.

This request may include an adjustment in reflection of a temporary illness, injury or indisposition outside the learner’s control that occurred during the period in which the assessment would have been completed. Only requests made using the appropriate documentation will be considered.

Adjustments which reduce the effect of a disability or a difficulty that places the learner at a substantial disadvantage may not affect the quality and reliability of assessment and can include:

* Providing assistance during an assessment of learning
* Adapting materials
* Re-organising the physical assessment/learning environment
* Use of mechanical and electronic aids
* Use of assistive software
* Use of low vision aids

Adjustments will not be granted for minor illness or a minor disturbance or for assessments that have already received a pass grade.

Adjustments must be approved and set in place prior to any assessment or learning is carried out.

Any requests for reasonable learning adjustments must be made to the college within 7 days of registration / booking or at least 28 working days before an assessment / classroom event using the appropriate application.

It is important to note that not all requests for reasonable adjustments may be granted if they are not deemed reasonable, permissible or practical in certain situations. The learner may not need, nor be allowed, the same adjustments for all learning. Adjustments will not be approved which give a learner an unfair advantage. The College’s decision on requests for adjustments will vary from learner to learner and across modules. The factors which influence the decision may include the severity of the consideration, the time between the activity and disadvantage experienced and the nature of the activity.

This policy has been approved & authorised by:

Name: Prof Stuart Orr

Position: CEO

Date: 1 May, 2023

Signature: 

Review date of Policy: 1 May 2024