

The principal role of the Access Team – Disability Services is to coordinate the services required by students with disabilities so that they can access and participate in the training environment. Students who require disability services at Brisbane North Institute of TAFE must register with the Access Team - Disability Services. Disability Services aims to provide professional, timely (as resources allow) and equitable services, however students are responsible for ensuring that Disability Services receive their registration form accompanied by the supporting documentation required.

Students are required to supply information regarding the functional implications of the disability or medical condition relevant to a student's access to their training. This information must be provided by an appropriate education, health or other associated professional i.e. Centrelink, Disability Employment Network.

When completing the registration form please include all other requested information to ensure that Disability Services is able to provide timely and suitable reasonable adjustments. To complete registration, students are required to make an appointment with Access Team- Disability Services.

Information about the disability:

TAFE Queensland recognises the definition of disability that is the basis of the Disability Discrimination Act 1992, specifically:

- a physical impairment including physical disfigurement, wheelchair use, chronic pain and back injury
- an intellectual impairment
- a psychiatric condition
- a sensory impairment (hearing, vision)
- a neurological condition e.g. acquired brain injury or learning impairment
- a medical condition that may include asthma, epilepsy, diabetes, heart condition
- a combination of impairments that result in a reduced ability to access vocational education and training, and require support services.

Description of the disability:

When completing your registration please indicate which category the primary disability/condition best fits into and also include any secondary disabilities and other information that may impact on your studies. For example;

Is the disability condition:

- permanent / temporary i.e. you will require services for this semester only

Whether the disability condition is:

- Ongoing / Fluctuating
- Improving / Degenerating

What is 'reasonable adjustment'?

Reasonable adjustment is available to students with a disability participating in vocational education and training. Reasonable adjustment means modifications or changes that give you the same opportunities in training as a person without a disability. It is an adjustment to assist you to participate equally.

Adjustments need to be 'reasonable'. That is, they need to consider the needs of everyone involved so that no one is disadvantaged. This includes you, other students, your teachers and the impact on your training organisation.

Reasonable adjustment does not:

- Give you an advantage over others
- Mean that course standards or outcomes will be changed for you – you still need the basic knowledge and skills to do the course and will need to show competency in all tasks
- Mean that you do not have to follow the student rules
- Guarantee success – you still need to do the work!

Some examples of reasonable adjustment are:

- Books in an alternative format e.g. electronic, Braille
- Access to specialised software
- Assistance from a support person e.g. a disability support worker or sign language interpreter
- Extra time to complete assessments
- Rest-breaks during exams
- Extra coaching for assessment work or organisational study skills
- Learning materials in audio format
- a scribe for examinations
- Learning materials in large print

The type of reasonable adjustment required:

Please consider the type of reasonable adjustment that will provide you with better access to your training needs, you will need to consider:

- Your needs, abilities and independence
- Your course/program
- The types of reasonable adjustment and resources available.

What you need to do:

It is important to make sure that you have the necessary information about the underpinning knowledge and skills and understand the theoretical and practical requirements of the course you want to do. This includes any professional registration or licences that you will need for a job. If, because of the nature of your disability, you are uncertain whether you are able to meet the essential requirements of your course, you should contact the Faculty to discuss the requirements of the course further. Disability Services can provide you with contact details if necessary.

Be aware that reasonable adjustment can take a significant time to organise and may need several meetings. The earlier you make contact to discuss your needs the better. Note - it is your responsibility to make contact and request support.

Disclosure:

To tell someone about, or disclose how your disability affects you can be a difficult choice. The main benefit of disclosing is that Disability Services /teacher can then identify which, if any, reasonable adjustment may assist you in your course and give you access to any supportive resources.

The information you disclose will be treated confidentially and will not be passed on to others without your permission, unless it is requested by law or to prevent harm/injury. Disability Services will ask you to sign a consent form to release information. By signing this form you are agreeing to have your information passed on to only the people who need it.

If needed, take someone with you when you meet with Disability Services/teacher. This could be a family member or case worker who can help to explain your needs.

Be prepared to discuss the nature and impact of your disability and the impact that this may have in an educational environment. Be prepared to discuss alternatives and try new things so that the reasonable adjustment works for you in the training environment. Note - support you have used in the past may not be suitable.

Remember that reasonable adjustment is only reasonable if it considers the needs of everyone involved. It is therefore a process of collaboration and consultation. Keep in contact with Disability Services /teacher, as your needs may change over time so your reasonable adjustment may need to be altered.

Disability Services - Access Team
C /- Brisbane North Institute TAFE
Locked Bag 3, Eagle Farm BC
Queensland 4009
Telephone: 07 3259 9037
Mobile or SMS: 0408 575 551
Fax: 07 3259 9070
Email: disability.bnit@deta.qld.gov.au

DOCUMENT AUTHORISATION

| | |
|----------------|---------------------------------------|
| Owned by | (signature) |
| Position Title | Manager, Student Services |
| Authorised by | (signature) |
| Position Title | Director, Organisational Capabilities |