

PP14 – Disability support and adjustments policy

1. Purpose

This policy ensures that VET students with a 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 AEATS 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 AEATS 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

AEATS:

- Encourages voluntary disclosure of disability via the enrolment process
- Ensures all reasonable adjustments are approved, documented, implemented and monitored.
- 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. Step-by-Step Procedure

Step	Action	Responsible
1	Enrolment Form includes section for students to voluntarily disclose any disability	Enrolment Officer
2	Enrolment Officer refers support needs to the Student Support Officer if a disability is disclosed	Enrolment Officer
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 plan	Compliance Manager
6	If approved, implement adjustments (e.g., extra time, tech aids) ensuring no compromise to training product requirements	Compliance Manager / Trainer / Student Support Officer
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 / Student Support Officer
9	File Reasonable Adjustment Form and related records	Student Support Officer

7. Related Documents

- Enrolment Form
- Reasonable Adjustment documents & correspondence
- Student Handbook
- Student File