



CHRISTIAN HERITAGE COLLEGE

POLICY: Disability Support

Policy Group(s) Group B: Academic – 1: Students (Ref: B1/0913)

Related Policy: Academic Integrity
Admission to Undergraduate Courses
Admission to Postgraduate Courses
Assessment Policy
Enrolment Policy
Extensions Policy
Examinations Policy

Commencement Date: January 2017

Review Date: January 2018

POLICY STATEMENT

Intent:

At Christian Heritage College (CHC) we promote an environment in which people flourish and that is characterised by equity, respect, dignity and courtesy. This policy states CHC's commitment to providing a learning and working environment of equal opportunity for students and staff with a disability and in accordance with legislative requirements. This policy outlines CHC's approach to ensuring that, as far as circumstances reasonably allow there is no discrimination against a person on the grounds of disability. Disability, as defined by the legislation is listed under Definitions and Acronyms in this policy.

Scope:

This policy applies to all CHC Students

Restrictions: Nil

Exclusions: Nil

Objectives:

1. To provide current and prospective students with knowledge of the framework within which CHC operates in its support of the rights of students with disabilities to complete a course of study with the help and support required and to enable them to realise their individual potential.
2. To provide equity for all students.
3. To facilitate inclusion in the CHC academic community.
4. To recognise the right of people with disabilities and special needs to access and participate in higher education.

Policy Provisions:

1. General

- 1.1. Information provided to CHC in relation to a disability will be treated as confidential and revealed only with the student's permission.
 - 1.1.1. The student needs to be aware that it may be more difficult to make appropriate adjustments and arrangements if the nature of the disability is kept private from those who need to know in order to facilitate the student's learning.
- 1.2. CHC encourages an inclusive culture, in a secure and safe environment for all students through the provision of relevant induction and professional development programs. This includes, but is not limited to:
 - 1.2.1. an awareness of the principles of equality of academic opportunity for people with disabilities;
 - 1.2.2. appropriate language and attitudes in reference to people with disabilities;
 - 1.2.3. knowledge of the type of support services provided by CHC;
 - 1.2.4. knowledge of teaching and assessment strategies appropriate for students with disabilities;
 - 1.2.5. knowledge and a spirit of cooperation to implement 'reasonable adjustments' for students
- 1.3. CHC will make every effort to ensure only appropriate language is used when referring to disabilities and people with disabilities.
- 1.4. CHC is committed to making reasonable adjustments to accommodate students with disabilities or chronic health conditions. However, in doing so it will not compromise the academic standard or essential component of a course.
- 1.5. If a student with a disability has a grievance in relation to a disability or equity matters they are encouraged to access CHC Policy: *Grievance Policy and Procedures for Domestic Students - Non-Academic Grievances* or CHC Policy: *Grievance Policy for Overseas Students*.

2. Students with Disabilities

- 2.1. The CHC Director of Student Services has been appointed with the task of Disability Support Officer to support prospective or current students, who have verified disabilities or chronic health conditions, to minimise impediments to their study success by assisting them with reasonable adjustments.
 - 2.1.1. Flexible approaches to learning and assessment are encouraged, where appropriate, to help meet the diverse need of students.
 - 2.1.2. It is recognised that there might be some specific activities, skills and/or outcomes that are expected or required in a unit depending on the qualification being sought.
 - 2.1.3. Reasonable adjustments such as alternative assessment, but equivalent strategies, are available to assist students with verified disabilities.
- 2.2. Failure to submit an application for adjustments and supporting documentation in a timely manner could impact the implementation of required adjustments and therefore academic progress and success.

3. Disability and Management of Privacy

- 3.1. CHC recognises and respects the right to confidentiality of information related to a person's disability.
- 3.2. CHC may seek information about a person's disability:
 - 3.2.1. in order to substantiate eligibility for services; and
 - 3.2.2. to make reasonable adjustment for the person to enable them to participate in relevant activities
 - 3.2.3. Data recorded in the Disability Database may be used for the purposes of accountability and monitoring or to evaluate policies and programs.

4. Admission

- 4.1. Applicants with disabilities will be assessed under the same criteria as applies to all other applicants, and are subject to meeting course entry requirements.
- 4.2. CHC complies with the *Disability Discrimination Act (1992)*. CHC will not:
 - 4.2.1. refuse to accept a person's application on the grounds of disability;
 - 4.2.2. impose terms and conditions upon the student that are not otherwise imposed on a student without a disability;
 - 4.2.3. deny access to benefits provided or available to other students;
 - 4.2.4. or exclude a student because of a disability.

Supporting Procedures and Guidelines:

1. Contacting the Director of Student Services

- 1.1. Prospective students should notify the Administration Officer of their disability by phone or by email.
- 1.2. Current students with a disability are encouraged to notify the Director of Student Services of their disability as soon as practicable.
- 1.3. Students notify the Director of Student Services by phone or email or by checking the box on the online *Unit Selection Form*.
- 1.4. Documentation from an appropriate registered health practitioner (e.g. doctor, physiotherapist, psychologist) is required.
 - 1.4.1. The documentation should confirm the presence and nature of the current disability or chronic health condition and recommend the type/s of adjustment required, and must be no older than two years when first submitted.
 - 1.4.2. Updated documentation will be required at least every two years.
- 1.5. Checking the box on the Unit Selection Form and submission of the documentation registers the student with the Disability support database and allows the Director of Student Services to proceed with assisting the student.

- 1.6. The Director of Student Services will consult with the relevant lecturer and course coordinator when considering an application for special adjustments related to the unit or course the student is enrolled in.
 - 1.6.1. Where special adjustments are required in relation to learning and/or assessment the Director of Student Services will discuss these with the student and relevant course coordinator and lecturers to determine the student's specific requirements and appropriate options.
 - 1.6.2. If the adjustments include end of Semester examinations, the Academic Registrar is to be consulted to determine whether the adjustments can be implemented.
 - 1.6.3. Except in extenuating circumstances, applications for special adjustments in examinations are to be made prior to the publication of the draft examination timetable.
 - 1.6.4. The Director of Student Services may assist the student to arrange any other special non-academic support services required.
- 1.7. Where it is determined that special learning and/or assessment adjustments will be implemented for the student, this will be confirmed in writing by the Director of Student Services, or in the case of adjustments for examinations, by the Academic Registrar, and copies sent to:
 - 1.7.1. the student (or prospective student)
 - 1.7.2. the relevant course coordinator and/or lecturer/s
- 1.8. The relevant course coordinator and lecturer monitors the implementation of the special learning and/or assessment procedures during the semester to ensure they are consistent with what was approved.
- 1.9. Where the circumstances change for a student in respect to their disability or chronic health condition, the student is to inform the Director of Student Services of the change in writing, as soon as possible to enable a review of the adjustments provided for the student.
 - 1.9.1. Changes can also be indicated by checking the 'Yes' or 'No' box on the online *Unit Selection form* each semester. The Director of Student Services who will follow up the student via their student email.

2. Assistance with Verified Disabilities

- 2.1. Procedural variations and/or alternative assessment strategies are available to assist students with substantiated disabilities, if required and may include:
 - 2.1.1. allowing students to take notes by alternative means, e.g. by recording class sessions or by having another person as a note taker.¹
 - 2.1.2. providing printed material in larger print
 - 2.1.3. modifying assessment arrangements (while still meeting normal academic standards) and may include allowing the following:

¹ Note takers are not provided by CHC and the costs associated will be borne by the student.

- 2.1.3.1. alternative modes for the presentation of assignment work or the sitting of tests or examinations (e.g. oral rather than written);
- 2.1.3.2. extra time for the completion of tests or examinations where a disability is likely to impede the student's speed of performance;
- 2.1.3.3. a laptop computer, provided by CHC, to be used by the student in tests or examinations where the student's handwriting ability may pose a serious disadvantage (e.g. temporary injury to a dominant hand, fine or gross motor issues);
- 2.1.3.4. another person to act as a scribe.
- 2.1.4. extra time for the submission of assessment tasks and sitting of tests and examinations as allowed under policies and processes associated with the extension of assessment deadlines and deferred examinations;
- 2.1.5. approving another person to edit work that does not amount to 'ghost writing' (see policy on *Academic Integrity*).

POLICY FURTHER INFORMATION

Relevant Commonwealth/ State Legislation

Disability Discrimination Act 1992 No. 135, 1992, Compilation No. 30
Disability Standards for Education <http://www.adcet.edu.au/disability-practitioner/Legislation-Standards/disability-standards-for-education/>

ACCOUNTABILITIES

Implementation:	Director of Student Services
Compliance:	Director of Quality and Standards
Monitoring and Evaluation:	Director of Quality and Standards
Development and Review:	Director of Quality and Standards
Approval Authority:	CEO
Interpretation and Advice:	Registry Office

WHO SHOULD KNOW THIS POLICY?

Students

Deans

Course Coordinators

Lecturers

EFFECTIVENESS OF THIS POLICY

- Performance Indicators:**
- Number of formal grievances from prospective students
 - Number of formal grievances from current students

Other Nil

Definitions and Acronyms:

Disability as defined by the legislation:

- a) total or partial loss of the person’s bodily or mental functions; or
- b) total or partial loss of a part of the body; or
- c) the presence in the body of organisms causing disease or illness; or
- d) the presence in the body of organisms capable of causing disease or illness; or
- e) the malfunction, malformation or disfigurement of a part of a person’s body; or
- f) a disorder, illness or disease that results in the person learning differently from a person without the disorder or malfunction; or
- g) a disorder, illness or disease that affects a person’s thought processes, perceptions of reality, emotions or judgment or that which results in disturbed behaviour; and includes a disability that:
 - a. presently exists; or
 - b. previously existed but no longer exists; or
 - c. may exist in the future (including because of a genetic predisposition to that disability); or
 - d. is imputed to a person (meaning it is thought or implied that the person has a disability but does not). To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is symptom or manifestation of the disability.

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/0913	Yes	10/02/2017	CEO	

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
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