

POL020_Student Disability Provision Policy

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1. Scope

Danford College is fully committed to the principles of access and equity in education, training and employment. Danford College will strive to remove barriers that may prevent students with disabilities from having equal education opportunity.

This policy is in accordance with:

- Standards for RTOs 2025 – Outcome Standards for NVR: Standard 1.4, 2.4;
- ESOS National Code 2018: Standard 6;
- The Disability Discrimination Act 1992;
- The Disability Standards for Education 2005.

The student disability provision policy is applicable to all current and potential students, all the staff members from but not limited to admissions department, admin/student support team, academic department.

2. Purpose

The purpose of the Student disability provision policy is to:

- Clearly outline the student responsibilities;
- Clearly outline the student rights;
- Outline the student's rights to complaint and appeal;
- Danford College's responsibilities towards students with disabilities;
- Danford College's rights while dealing with students with disabilities.

3. Students with disabilities

Danford College recognises and acknowledges students who have disabilities have the right to be treated fairly and respectfully and should undertake their studies without any discrimination. Therefore, Danford College has provisions to assist students with disabilities to achieve their study goals by making reasonable adjustments where necessary.

The student must provide the information regarding their disability at the time of their application of enrolment, or when any unforeseen circumstances occur. Danford College will assess every application in an unbiased manner and where required will make reasonable adjustments to accommodate the student's disability or medical condition, in some cases there may be an additional cost which Danford College will inform the student prior to making the adjustments.

The student must complete and submit the 'Provision of Disability Services Supporting Documentation Form' available on Danford College website www.danford.edu.au with supporting documentation. The College will not recognise applications without supporting documentation.

4. Student Rights and Responsibilities

Every student (prospective student) with disability has a responsibility to:

- Comply and follow the College's policies and procedures;
- Disclose relevant and accurate information regarding their disability to the College with supporting documentation that verifies the nature of the disability and the functional limitations resulting from the disability;
- Ensure that specialised services provided are utilised in a fair and effective manner;
- For students who have commenced the course, meet the course requirements as per the reasonable adjustments made by the College in order to complete the course and comply with the student visa conditions.

The students have the right to expect that:

- They will be treated with dignity and respect;
- The College will establish an inclusive educational environment;
- They can undertake their studies free from discrimination and harassment;
- Staff will anticipate their need for reasonable adjustment;
- Where required, they be assisted by independent advocates;
- They will be given opportunity to develop skills which will enable them to obtain maximum benefit from available services;
- Confidential information about their disability will not be disclosed without their permission, except in exceptional circumstances (e.g. where safety factors are involved or if requested by government agencies).

5. Danford College Responsibilities

The College will maintain confidential information on the application, enrolment and learning support needs of student with disabilities, in accordance with the Disability Discrimination Act and other government legislation and authorities.

The college will provide relevant information on suitability of the courses and support services in an accessible format, reasonable adjustments that can be made and support that is available.

Danford College will ensure equity for students with disabilities and perform their duties in a non-discriminatory manner

Danford College will ensure that the students with disabilities are evaluated based on their merits and not their disabilities

The staff will create an environment that encourages students to discuss with them any issues, which may be affecting their studies as a result of their disability

The staff will undertake development activities to familiarise themselves with the general requirements of students who have disabilities. Teaching and support staff will have access

Approved by: Vikas Wadhwa Approved Date: 03 Jul 2026 Created by: Neha Patil POL020_Student Disability Provision Policy Doc #: DOC13663 Next Review: 03 Jul 2028 Revision: 1.2 Revision Date: 24 Jun 2026

to the necessary staff development and training for effective provision of services to students, such as:

- awareness of the principles of equity of learning opportunities for students with disabilities;
- basic disability awareness including appropriate language and attitudes in reference to people with disabilities;
- general familiarity with the college support services for people with disabilities; and
- knowledge of appropriate training and assessment strategies for students with disabilities.

The staff will understand and constructively manage behaviour arising from disability which affect upon others in the class.

The staff will be responsible to the particular requirements of the students who have disabilities by making reasonable adjustments within a flexible program of study while ensuring all the course requirements are met. Some examples of reasonable adjustments are as follows but not limited to:

- Study support and study skills programs;
- LLN programs or referrals to these programs;
- Providing equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity principles;
- Use of trained support staff including note – takers and interpreters;
- Flexible scheduling and delivery of training and assessment;
- The provision of learning materials in alternative formats.

Making the building and physical facilities, wherever possible, accessible to students with disabilities

To make every effort to relocate a class in cases where access to such class proves difficult for a student with disability

Trainers and assessors to arrange for alternative training and assessment strategies where required for students with disabilities.

Danford College has the right to:

- Seek appropriate and detailed information from the student with disability to make reasonable adjustments to the student's learning program
- To fairly evaluate the student's performance to meet the course requirement in a completely fair and non – discriminatory manner. Danford College will not cancel a student's enrolment from a course because of their disability. However, if the student is unable to meet the course requirements even after with the reasonable adjustments, Danford College will follow the procedures in accordance with the relevant policies.
- A student who does not completely meet the course selection criteria, Danford College will advise the student to consider an alternative course that does not expose the student to physical and emotional risk.
- To refuse the student's request for reasonable adjustments based on the evidence and information provided by the student if they do not meet the relevant criteria as outlined in the policy.

6. Complaints and Appeals

Students have the right to access Danford College's internal complaints and appeals at no cost if they believe they were treated and/or evaluated in an unfair and discriminatory manner. They can access the complaints and appeals form on Danford College's website www.danford.edu.au

Danford College will assess the complaint and/or appeal in accordance with the POL007_Complaints and Appeals Policy.

Appendix

Definition:

- 1) **Reasonable Adjustments:** Reasonable adjustments are those that would not cause unjustifiable hardship on the RTO. For example, if the costs of making adjustments to the premises are such that they would cause hardship to the RTO.
- 2) **Disabilities:** The Disability Discrimination Act 1992 (Cth) defines the term 'disability' as referring to physical, intellectual, mental and medical impairments, including disorders that result in a person learning differently.
This broadly includes but not limited to the following:
 - physical disabilities,
 - intellectual disabilities,
 - psychiatric disabilities,
 - sensory disabilities,
 - neurological disabilities,
 - learning disabilities
 - physical disfigurement, and
 - the presence in the body of disease-causing organisms.
- 3) **LLN:** The LLN is used to confirm a student's language, literacy and numeracy skills. There is no pass or fail in this assessment. The results are used to determine if a student might require additional support to complete their qualification.

End of Document