Disability and Special Needs Policy – Students

Policy Code: CAS-001  Version: 2.0S  Effective Date: 10 December 2010

Purpose:

This Policy sets out Endeavour College of Natural Health’s commitment to provide an accessible and inclusive study environment to all students with a disability. This is achieved through:

- the provision of a learning environment that supports and enhances the College experience for students with a disability or special circumstances
- the provision of a learning environment free from harassment and discrimination
- access for students with a disability or special circumstance to appropriate support services
- promotion of and adherence to the principles of the Disability Discrimination Act, 1992 and any other relevant Commonwealth or State based legislature pertaining to disability.

Scope:

- All Students, International and Domestic
- All students, Higher Education and VET
- All Campuses including online learning
- All Staff, Academic and General

Policy Statement:

Endeavour College recognises that all students have an inherent right as members of the College Community with respect to their human worth, their personal development and the ability to participate in the decisions that affect their lives including students with disabilities or special needs. Endeavour College of Natural Health respects these inherent rights through being committed to the following principles:
Policy Principles

- Provide a College experience that gives students with a disability the opportunity to realise their academic and social potential and to participate fully in College life
- Balancing the interests of all parties affected by reasonable adjustment
- Maintaining the academic standards of its courses and programs
- Providing a supportive educational environment and an appropriate level of resources that will enable all students to develop the Graduate Outcomes for their courses
- Continuous improvement that will increase accessibility for people with special needs.
- Providing an environment free from harassment and discrimination.

This policy should be read in conjunction with the Access and Equity Handbook, which outlines many of the processes referred to here.

Disclosure

- Endeavour encourages students with a disability to disclose the nature and extent of their disability to the disability support group and engage the support of the Endeavour Disability Support Plan (DSP) (refer to the Access and Equity Handbook). It is the responsibility of the student to register with the Disability Support Team as soon as they are aware of their disability and in a timely manner that allows Endeavour to best support their needs.
- The nature of the disability must be substantiated by current, relevant and appropriate documentation from a health professional who is an expert in the disability of the student. A student shall seek advice from the Disability Support Team or from the Access and Equity Handbook to determine the documentation that is appropriate to their circumstances.
- Information in relation to the particulars of a disability, provided by a student or an associate shall remain confidential and shall be restricted to those with a legitimate need to know in accordance with the Privacy Policy, and other relevant privacy legislation.
- Endeavour may not be able to assess and/or determine the provision of a reasonable adjustment if a student does not identify themselves with the Disability Support Team.
Provision of Reasonable Adjustment

- Endeavour shall take all reasonable steps to ensure that:
  - a prospective student with a disability is able to seek admission to or apply for enrolment
  - a student with a disability is able to participate in the courses provided, and use facilities and services of the College
  - where required adjustments will be made to aid the students learning. Adjustments may be related to:
    - the classroom / online learning experience
    - learning resources
    - assessment
  - a student with a disability is able to use support services on the same basis as a student without a disability, and without experiencing discrimination

- The provision of adjustments under this policy does not include assistance in understanding content. Students who need assistance with study skills should participate in the online study skills program or refer for help to the Disability Support Team.

Determination of Reasonable Adjustment

An adjustment is reasonable if it meets the needs of the student with a disability or special circumstances without impacting too much on other students or people at the College. To determine if an adjustment is reasonable, the following must be considered:

- the student's disability and any barriers needs or challenges that affect that student
- the views of the student or the student's advocate
- whether the adjustment will impact on the academic standards or requirements of the course
- what advantages or disadvantages the adjustments may create for the people affected by it
- the costs and benefits of making the adjustment.

In assessing a particular adjustment for a student with a disability, current, relevant and appropriate medical or specialised documentation must be provided to substantiate the reasonableness of the adjustment. Please refer to the Access and Equity Handbook for more information.
Academic Assessment

A student with a disability may be entitled to reasonable adjustment to learning resources and or assessment.

- Consultation shall occur in relation to reasonable adjustment to learning resources and assessment with the relevant Program Leader or Subject Coordinator
- Students with a disability who have not registered with the disability support group may be eligible for academic consideration in an assessment task and should refer to the Special Consideration for Assessment Policy.

Access

- The College recognises the importance of providing appropriate physical access to buildings and other facilities. Where physical access cannot be guaranteed, alternative arrangements for services will be provided where possible.
- Endeavour will maintain and improve where possible the level of accessibility to existing buildings.
- The College will ensure that new buildings meet the appropriate Australian Standard for access and mobility as set out in Australian Standards AS 1428-2001 Design for Access and Mobility and complying with the Building Code of Australia
- Adherence to such Standards will be regarded as a minimum requirement.

Exceptions

- Endeavour is not required to provide an adjustment to the extent that it would impose unjustifiable hardship on the College or the placement provider.
- Endeavour cannot compromise the academic standards of a course or program, or other requirements or components that are inherent in or essential to its nature.
- Endeavour reserves the right to isolate or discriminate against a student with a disability, where it is reasonably necessary to protect the health or welfare of the student or other people.

Roles & Responsibilities

The College has a responsibility to:

- Ensure that this Policy is accessible to all staff and students; and
- Ensure that this Policy is implemented and applied consistently across all
Campuses of Endeavour College.

For further information access the Access and Equity Handbook.

Complaint or Grievance

- Students who have a question or concern about a decision, act or omission that affects their academic experience should refer to the Grievance Resolution Policy – Students and Clinic Clients.
- Students who have a complaint or grievance on the basis of disability should contact a member of the disability support group in the first instance and then the Head of Student Services.
- Student cases or complaints of harassment or victimisation on the basis of disability should be referred to the Office of the CEO.
- Students who are dissatisfied with the outcome or conduct of a complaint regarding their disability within the College may appeal to an external agency.

Disclaimer

This Policy may not apply to students with a temporary disability; as such situations may be addressed under the College’s Special Consideration Process. Students requiring assistance or clarification on this should contact Student Support or access the Special Consideration for Assessment Policy.

Related Procedures:

Not Applicable

Definitions: Disability – Endeavour College of Natural Health defines "disability" in accordance with the Disability Discrimination Act 1992 (Commonwealth) (DDA). In broad terms a disability involves an alteration to a person's functioning and includes:

- deafness / hearing impairment
- blindness / vision impairment
- physical impairment
- specific learning impairment
- psychiatric impairment
- neurological impairment
- intellectual impairment
- infection of the body by disease-causing organisms
- chronic medical conditions causing impairment, such as heart disease, diabetes or chronic fatigue syndrome
- disfigurement

Disabilities can be:
- temporary or permanent
- apparent or hidden
- slight, moderate or severe; or
- exist in the past or present

**Adjustment** – Any changes, modifications, special adaptations or concession that are needed to allow the student with special needs to participate as fully as possible in the learning and teaching environment of the College.

**Special Consideration for Assessment** – In the context of this policy, these are circumstances that make allowance for the students with special needs, such that they are treated fairly while also allowing them to assessed against the learning outcomes of a subject, in a manner comparable to their peers. Refer also to the Assessment Policy.

**disability support group** – A group consisting of Enrolment Advisers, Student Advisers, Academic Staff and HR personnel that support the student with special needs.

**Disability Support** – The College connects students with disabilities to special services or adjustments with the aim of assisting them to achieve their personal and educational goals at Endeavour. This support also helps Endeavour comply with our College’s equity and access commitments, as well as the disability legislative requirements under Commonwealth law. For further information refer to the Access and Equity Handbook.
Further Information:

Related Policies:  
- Assessment Policy
- Equal Employment Opportunity and Anti Discrimination Policy
- Grievance Resolution Policy – Students and Clinic Clients
- Privacy Policy
- Special Consideration for Assessment Policy

Benchmarking:  
- Adelaide College
- Charles Sturt College
- Edith Cowan College
- James Cook College
- Queensland College of Technology
- Southern Cross College
- Swinburne College
- University of Wollongong

Supporting Research and Analysis:  
- Australian Human Rights Commission  
- Australian Network on Disability  
  http://www.and.org.au/
- Australasian Network of Students with Disabilities  
  www.answd.org/

Related Documents:  
- Access and Equity Handbook
- “Your Right to an Education - A Guide for Students with a Disability, Their associates and Education Providers”  
  (http://www.ddaedustandards.info/)

Related Legislation:  
- Disability Discrimination Act, 1992 (Commonwealth)
- Occupational Health and Safety Act, 2000
- Disability Standards for Education, 2005 (Commonwealth)
- Australian Vice Chancellors’ Committee Guidelines for Students with a Disability 2006
- Disability Act, 2006 (Vic)
- Equal Opportunity Act, 1995 (Vic)
Guidelines: Not Applicable
Discrimination and Special Needs Policy

Students – CAS-001

Authorised by: Endeavour College Executive

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<th>National Academic Manager – Quality, Standards and Compliance</th>
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<td>Director of Human Resources and Director of College Services</td>
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<td>Contact:</td>
<td><a href="mailto:HR@endeavour.edu.au">HR@endeavour.edu.au</a></td>
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| Version Summary |
|-----------------|-----------------|-----------------|-----------------|
| Version | Date | Author | Details |
| 1.0 | 02 Nov 2010 | H Morrison | Original Document |
| 2.0S | 10 Dec 2010 | N Chaperon | Approved by Council. |