

## Reasonable Adjustment

### Organisational Area

RTO

### Authorisation

This procedure was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 28<sup>th</sup> June 2017.

### Review Date

This procedure will be reviewed annually or sooner if required.

### Scope

This procedure is for the Manager, VET Coordinator, Trainers and Assessors and any Staff at POCH&LCI who are involved in the assessment process of students in Vocational Education and Training.

This policy also applies to applicants and students at POCH&LCI.

### Objective

This procedure establishes the framework for reasonable adjustments for POCH&LCI in the management of the assessment system, responsibilities and obligations for assessment, and access and equity for students.

### Procedure

Identifying students for additional support commences at the Pre-Training Review. If a student has indicated at the pre-training review or on the enrolment form or that they have a form of disability or require additional support, enrolling staff will advise the VET Coordinator. The VET Coordinator will contact the student and discuss their needs.

The VET Coordinator or Manager will discuss with Trainers/Assessors those students for whom adjustments in teaching or assessment will need to be made and the types of adjustment that are possible.

Adjustments may include:

- Use of computers/laptops for class work and note taking and assignments
- Recording of oral answers
- Photo/video evidence
- Participation in class discussions
- Completion of class work as formative assessment
- Completion of practical tasks

Adjustments can only be made to help the student obtain/ show competency; the competency requirement itself may not be altered.

If a reasonable adjustment cannot be made, or POCH&LCI is unable to provide suitable equipment, the student must be informed and other options discussed.

### Related Documents

Enrolment Policy  
Enrolment Procedure  
Enrolment Form – accredited and pre-accredited  
Pre Training Review Policy  
Pre Training Review Procedure  
Access, Equity and Cultural Diversity Policy  
Assessment Policy

Date reviewed	Version	Details of changes (if any)	Date of next review
17/09/2015	1.0	Original document	17/09/2016
28/06/2017	2.0	Update VET Coordinator title Reference Pre-Training Review Policy and Procedure.	28/06/2018

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