



**Opulence
College**

Reasonable Adjustment Policy and Procedure

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1. PURPOSE

- 1.1. This document specifies the reasonable adjustment policy and procedure of Opulence College (the College).
- 1.2. The College has an obligation to assist learners who may need some flexibility in training and assessment so that their individual needs can be met to progress and complete the course successfully.

2. SCOPE

- 2.1. This document applies to all College staff and learners.

3. DEFINITIONS

- 3.1. *Reasonable adjustment* in VET (Vocational Education and Training) is the term applied to modifying the learning environment or making changes to the training and/or assessment delivered to assist a learner with a disability.

4. POLICY STATEMENT

- 4.1. The College uses reasonable adjustments to make sure that learners with a disability have:
 - a) the same learning opportunities as learners without a disability; and
 - b) the same opportunity to perform and complete assessments as those without a disability.
- 4.2. Reasonable adjustment may require something as simple as changing classrooms so that a learner is closer to amenities, or installing a particular type of software on a computer for a person with vision impairment.
- 4.3. Reasonable adjustment applied to participation in teaching, learning and assessment activities can include:
 - a) customising learning and/or resources and activities.
 - b) modifying the presentation medium.
 - c) modifying or providing special equipment such as special computer software and keyboard and large screen monitors.
 - d) the provision of special assistance, such as an interpreter for hearing impaired candidates.
 - e) the adaptation of the assessment methodologies, without weakening the integrity of the assessment system. For example, the College may allow of extra time to complete assessments, or may vary question and response, e.g. using oral questioning instead of written questions.
- 4.4. The purpose of reasonable adjustment is to make it possible for learners to participate fully. It is not to give learners with a disability an advantage over others, to change course standards or outcomes, or to guarantee success.

- 4.5. Reasonable adjustment in teaching, learning and assessment needs to be justifiable and uphold the integrity of the qualification. This means that, wherever possible, 'reasonable' adjustments are made to the learning and/or assessment process to meet the needs of individual candidates. In certain cases, learners that request reasonable adjustment will be required to provide third-party evidence of the stated condition to be eligible for reasonable adjustment.

5. PROCEDURE

- 5.1. Should a learner wish to apply for reasonable adjustment to some aspect of their studies, they must submit their request in writing to their trainer and assessor via email or hard copy. This should be done by completing and submitting a Reasonable Adjustment Request Form at www.opc.edu.au/forms/.
- 5.2. Where applicable, a learner should provide all relevant documentation or other evidence to support their application for reasonable adjustment.
- 5.3. Once the trainer and assessor receive the application for reasonable adjustment, along with any supporting documentation, they will decide if the reasonable adjustment requested is appropriate.
- 5.4. If the reasonable adjustment requested *is* appropriate and does not negatively impact the integrity of the course, the trainer and assessor will make the arrangements to implement the reasonable adjustment.
- 5.5. The learner will receive notification of the outcome of their request within 5 working days.
- 5.6. The trainer and assessor will keep copies of all relevant documents and correspondence on the learner's file.
- 5.7. If the reasonable adjustment requested *is not* appropriate as it would negatively impact the integrity of the course, the trainer and assessor will meet with the College Manager to identify an alternative reasonable adjustment solution.
- 5.8. Once the trainer and assessor and the College Manager have identified an alternative reasonable adjustment solution, the trainer and assessor will meet with the learner to discuss the situation. This step continues until a mutually agreeable solution is decided.
- 5.9. The learner will receive notification of the outcome of their request within 5 working days.
- 5.10. The trainer and assessor will keep copies of all relevant documents and correspondence on the learner's file.
- 5.11. If external advice or support is required, the College Manager will make arrangements to engage a suitable party, with any costs agreed with and incurred by the prospective learner.
- 5.12. If it is deemed that the College cannot provide the required support to the prospective Learner, then the College will work with the prospective learner to identify another

provider that has the necessary support available. The learner’s enrolment application will be cancelled in this situation.

6. RESPONSIBILITIES

6.1. Opulence College implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

R - Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

A - Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

S - Support – the person who provides support during the implementation of the process.

C - Consulted – the person who can provide valuable advice or consultation for the process.

I - Informed – the person who should be informed about the process.

	CEO	Director	College Manager	Compliance Officer	Student Support Officer	Trainers & Assessors
R						X
A	X	X				
S			X		X	
C				X		
I						

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