

## INTRODUCTION

Kaplan is committed to adhering to the Disability Discrimination Act (1992 Cth) and the Disability Standards for Education 2005 across its academic entities to prevent discrimination of any form against a student on the basis of their disability. As a result, Kaplan has strategies in place to ensure that students with disabilities are reasonably accommodated within their learning environment to ensure equal opportunity and access to education.

## REASONABLE ADJUSTMENT

Reasonable adjustment is an adjustment made for students with a disability, condition or special learning need. Generally, an application for reasonable adjustment is made at the time of a student's initial enrolment, however, a student can make an application at any time during their enrolment.

Reasonable adjustments are made to ensure that students are not presented with barriers to learning or the demonstration of their learning in their studies. Reasonable adjustment may include (but is not limited to):

- The use or loan of adaptive/assistive technology or equipment for use by people with a disability or illness to enable them to undertake their study/assessment in a fair and equitable manner. (e.g. seating)
- Alternative methods of assessment (e.g. verbal assessment)
- Individual conditions of assessment (e.g. extended deadlines, additional 10 minutes per hour, toilet/rest/exercise breaks, bite sized food/drink)
- Accessible learning formats (e.g. large print materials)
- Provision of a scribe
- Referral to additional services.

## PROCESS FOR APPLYING FOR REASONABLE ADJUSTMENT

Kaplan Business School has appointed Disability Liaison Officers (DLOs) to manage any queries in relation to students with disabilities. DLOs are the main point of contact for students with disabilities and their role includes but is not limited to:

- Managing enquiries and issues related to the educational experience of students with disabilities at KBS;
- Providing basic disability support and ensuring students with disabilities are treated with appropriate etiquette;

- Assisting other KBS staff with strategies for responding to students with disability requests;
- Ensuring appropriate disclosure, confidentiality and privacy is maintained in the triaging of requests for learning assistance or reasonable adjustments;
- Assisting students with disabilities in getting appropriate, reasonable adjustments for study materials, assessment tasks and environmental improvements, as relevant;
- Promoting useful assistive technologies that may be used in assisting students with disabilities.

Current or prospective students who wish to apply for reasonable adjustment should follow the steps outlined below:

1. The student contacts KBS and asks to speak with a Disability Liaison Officer (DLO).
2. Following an initial conversation, the student submits an Application for Reasonable Adjustment via the student portal. The DLO will review the application and make a reasonable adjustment recommendation based on the information provided. This recommendation is reviewed by the Registrar who decides the outcome of the application.
3. The student will be informed in writing of the outcome of the application within 10 working days of the application being received.
4. A meeting may be set up with the student and the DLO to discuss the application and formalise an individualised learning plan (if relevant). Students should advise the DLO if their situation changes during their studies.
5. Where appropriate and in accordance with Kaplan's Privacy Policy, the DLO may communicate a student's specific needs in relation to learning and assessment to relevant academics or administrative staff for assessment or support.
6. The DLO will review the learning plan with the student at least annually, or earlier if circumstances change. Where a student has a permanent disability that will not change, the learning plan will be reviewed where changes to arrangements are required.
7. Students who are dissatisfied with the outcome of a reasonable adjustment application may seek recourse in accordance with the Grievances, Complaints and Appeals Handling Policy.