

REASONABLE ADJUSTMENT GUIDELINES AND APPLICATION FORM

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. seating arrangements, additional 10 minutes per hour, toilet/rest/exercise breaks, bite sized food/drink)
- Accessible learning formats (e.g. large print materials, coloured exam paper)
- 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 to the DLO. (Appendix 1). 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 Complaints and Appeals Policy.

REASONABLE ADJUSTMENT GUIDELINES AND APPLICATION FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

STUDENT DETAILS

Family name		Given name(s)	
Date of birth (dd/mm/yyyy)	Student ID		
Course enrolled in			
Current address			
Suburb		State	
Mobile		Telephone	
Campus Location: <input type="checkbox"/> Adelaide <input type="checkbox"/> Brisbane <input type="checkbox"/> Melbourne <input type="checkbox"/> Perth <input type="checkbox"/> Sydney <input type="checkbox"/> Online			

REASONABLE ADJUSTMENT SOUGHT

Outline the circumstances which are affecting you and the nature of the learning need for which you are seeking reasonable adjustment. Attach relevant documentary evidence to support your application. Documentation must be from a registered medical practitioner or counselor who cannot be a family relative.

STUDENT DECLARATION

I understand that the submission of an application for Reasonable Adjustment does not automatically mean it will be approved. I understand that material provided by me to Kaplan will be kept confidential and private but may be used to contact medical practitioners or other relevant parties to verify the authenticity of supporting documentation provided in my application.

Student signature	Date (dd/mm/yyyy)
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OFFICE USE ONLY

Form received date (dd/mm/yyyy)	Received by	Recommended outcome (please tick) <input type="checkbox"/> Approve <input type="checkbox"/> Decline	
Recommendation from DLO (if recommending decline, state reasons why)		Disability Liaison Officer's signature	Date (dd/mm/yyyy)
Registrar endorses decision (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	If not please provide reason for outcome	Date of Registrar's decision (dd/mm/yyyy)	

Privacy: Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at privacy@kaplan.edu.au for more information.

Return this form to your Kaplan Business School Student Experience Team:

Adelaide

Level 1, 68 Grenfell Street
Adelaide SA 5000
Tel: +61 (0)8 8215 4100
Email: adelaide@kbs.edu.au

Brisbane

Ground Floor, 369 Ann Street
Brisbane QLD 4000
Tel: +61 (0)7 3872 3800
Email: brisbane@kbs.edu.au

Melbourne

Level 4, 370 Docklands Drive
Docklands, Melbourne VIC 3008
Tel: +61 (0)3 9626 4576
Email: melbourne@kbs.edu.au

Perth

1325 Hay Street
West Perth WA 6005
Tel: +61 (0)8 9322 4136
Email: perth@kbs.edu.au

Sydney

Level 8, 540 George Street
Sydney NSW 2000
Tel: +61 (0)2 8248 6758
Email: sydney@kbs.edu.au