Reasonable Adjustment Policy

This policy is current as of 17 December 2015 and will be reviewed at least annually by the Academic Board.

Scope

This policy is applicable to Kaplan Business School Pty Ltd.

Purpose

This policy establishes the process for managing students with disabilities’ requests for reasonable adjustment.

Introduction

Kaplan is committed to applying the Disability Discrimination Act (1992 Cth) and the Disability Standards for Education 2005 across its business to prevent any discrimination of any form against a student on the basis of their disability. As a result of the Act and the Standards Kaplan has strategies in place to ensure that students with disabilities have reasonable accommodation made 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 need existing at the time of their initial enrolment that may continue for the duration of their enrolment. Reasonable adjustments are made to ensure that students are not presented with artificial barriers to demonstrating achievement in their studies. Reasonable adjustment may include (but not be limited to):

- the use or loan of adaptive/assistive technology or equipment (e.g. seating, PC)
- 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)
- scribes (up to 10 minutes per hour additional time)
- referrals to additional services.

Process for Applying for Reasonable adjustment

Kaplan has appointed Disability Liaison Officers (DLOs) to manage any queries in relation to students with disabilities. Current or prospective students who wish to apply for special consideration should follow the steps outlined below:

1. Student contacts Kaplan and asks to speak with Disability Liaison Officer (DLO). In some cases the DLO may also be the student adviser.

2. Following the initial conversation the student submits an application for reasonable adjustment to the DLO. (Appendix 1). The DLO will review the application and approve or decline the application and inform the student within 5 working days of the application being received.
3. A meeting will be set up with the student and the DLO to discuss the application and formalise any personal academic plan, which details any reasonable adjustments required. (Students should contact the DLO if their situation changes during their studies).

4. As appropriate, and with the student’s permission, the DLO will communicate any specific needs in relation to learning and assessment to the relevant academic (for teaching) or administrative officer (for assessment).

5. The DLO will review the academic plan with the student at least annually, or earlier if circumstances change.

6. Students who do not feel that the requirements of the academic plan have been met have recourse to the Student Grievance policy.

Special Consideration

On occasion due to unanticipated events during the study period (e.g. illness, bereavement, natural disasters, personal trauma) students may be prevented from completing an assessment task by the due date, or attending an exam, or completing the assessment to the best of their ability.

In recognition of this, Kaplan has set in place procedures that allow students to apply for special consideration for those assessments they believe are affected by any of the above circumstances.

Students who wish to apply for special consideration, or are uncertain about their eligibility, should contact the relevant student adviser for further information. Application forms for special consideration are available in the form section of the website.

Ongoing strategies and measures

To ensure students and staff have appropriate access to learning and facilities, Kaplan implements a range of strategies and measures. These include:

1. The appointment and training of Disability Liaison Officers (DLO) at each campus to work with current and prospective students with disabilities to ensure assistance and reasonable adjustments and accommodations are made

2. An annual review of services provided to students and staff with disabilities

3. An annual review of learning facilities (including physical and non-physical learning environments) to ensure reasonable accommodation for students with disabilities to education

4. Promoting awareness of disability and amongst teaching staff and student administrative staff via a range of educational material

Related policies

This Policy should be read in conjunction with the following related Kaplan policies:

- Access and Equity Policy
- Assessment Policy
Responsible Officer

The responsible officer for the implementation and relevant training of this policy is the Vice President, Academic.

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<th>Academic</th>
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<tr>
<td>Document Owner</td>
<td>Vice President, Academic</td>
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<tr>
<td>Review Date</td>
<td>December 2016</td>
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<td>Approved by</td>
<td>KBS Academic Board</td>
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**Change and Version Control**

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<th>Date Approved:</th>
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<td>Quality &amp; Standards Group</td>
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Appendix 1 – Application for Reasonable Adjustment

Student ID: ____________________________
Name: _________________________________
Address: ________________________________
Email: ________________________________
Phone (wk): ____________________________
Phone (mob): ____________________________
Course enrolled in:
Business/Higher Education Provider
Kaplan Business School
Kaplan Online Higher Education
Murdoch Institute of Technology
Campus (KBS only)
Adelaide Sydney Melbourne Brisbane

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 of the student.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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 myself to Kaplan will be kept confidential and private and may only be used to contact medical practitioners or other relevant parties to verify authenticity of the supporting documentation I have provided in my application.

Signed: ____________________________ Date: ____________________________
(Student)

Applications should be returned to:

<table>
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<tr>
<th>Kaplan Business School (Adelaide)</th>
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<th>Kaplan Business School (Melbourne)</th>
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<tbody>
<tr>
<td>Level 1, 68 Grenfell Street</td>
<td>Level 8, 540 George Street</td>
<td>Level 4, 370 Docklands Drive</td>
<td>Level 2, 252 St Pauls Terrace</td>
</tr>
<tr>
<td>Adelaide South Australia, 5000</td>
<td>Sydney NSW 2000</td>
<td>Docklands VIC 3008</td>
<td>Spring Hill, Brisbane QLD</td>
</tr>
<tr>
<td>Telephone: 08 8215 4100</td>
<td>Telephone: 02 8248 6758</td>
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<td>Fax: 08 8215 4111</td>
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