

Instructions: To be completed by Student Services/Admissions Manager in consultation with student and/or their associate
Refer to the [Access, Diversity and Equity Policy](#) for information about reasonable adjustment

STUDENT DETAILS

Given Name:

Student ID:

Course Name:

Campus:

Intake Month/Year:

Date:

CONSULTATION

Details of consultation with student

E.g. meetings, phone discussions, emails (dates and participants)

REASON FOR REASONABLE ADJUSTMENT

Describe student's disability

Describe the anticipated effect of the student's disability on their enrolment and participation in their LCBA program

Supporting documentation *List any documentation provided by the student to verify their disability (e.g. medical certificate)*

REQUESTED ADJUSTMENTS

Timeframe: Term Trimester Course Other

Element of course: Theory Practical WIL All

Describe the adjustments requested by the student that would enable them to participate in learning experiences

ASSESSMENT

To be completed by Student Services/Admissions Manager

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

When assessing whether an adjustment is reasonable, LCBA considers:

- the student's disability
- the effect of the adjustment on the student, including their:
 - ability to achieve learning outcomes
 - ability to participate in courses or programs; and
 - independence;
- the effect of the proposed adjustment on anyone also affected, including the education provider, staff and other students;
- the costs and benefits of making the adjustment.

Regardless of whether the assessment referred to above determines an adjustment is reasonable, LCBA is not required to make adjustments that would impose unjustifiable hardship on LCBA.

CONSULTATION

Details of consultation with student

E.g. panel meetings, phone discussions, emails (dates)

Summary of key discussion points

Application outcome Successful Unsuccessful

If unsuccessful, provide reason with reference to the [Access, Diversity and Equity Policy](#)



REASONABLE ADJUSTMENT PLAN

Examples of reasonable adjustments include:

- accessible class rooms
- note-taking support
- course material in alternate formats—electronic, large print, braille
- use of laptop for assessments
- extra time or extensions for assessments
- alternate assessment tasks
- ergonomic chair/desk
- use of assistive technology
- an interpreter.

**Note, these adjustments may mean that other processes are not required, e.g. application for assessment extensions, at the discretion of the lecturer.*

Provide detailed information about the adjustments to be made to enable the student to participate in learning experiences

REVIEW

Is a review of this plan required?

If yes, identify timeframe, participants and nature of review

STUDENT AGREEMENT *To be completed by student*

By signing below, I indicate that:

- I was consulted in the development of this plan
- I agree with details of the plan; and
- that if the type of support that I require changes, I will seek review of this plan to discuss possible additional adjustments.

Student signature:

Student Name:

Date:

