

Policy Purpose

The purpose of this policy is:

- To ensure reasonable adjustments are made to provide all students with equitable access to facilities and services provided.
- To ensure all students have reasonable and appropriate academic and learning support where required.
- To meet all compliance requirements imposed by legislation.

Policy Scope

This policy applies to all MAX Solutions students.

Policy Content

This policy outlines the reasonable adjustments and facilities, services and academic and learning support that should be available to all students. MAX Solutions is committed to supporting all students with special needs.

In accordance with the Federal and State based legislation, no individual student will be discriminated against (and access to courses will not be limited) on the basis of:

- Sex
- Sexuality
- Relationship Status
- Status as a parent or carer
- Pregnancy or Breastfeeding
- Race
- Religion or political conviction
- Disability
- Membership or non-membership of an association or organisation of employers or employees
- Age.

Admission and Enrolment

Admissions and enrolment processes and policies are free from discrimination and are based on the requirements that students meet published entry criteria for a course. Access and equity issues are considered when setting course entry requirements and pre-requisites. Course design and assessment can be flexible to make reasonable adjustments. Teaching and learning documents are non-discriminatory, avoiding inclusive language and examples.

MAX Solutions acknowledges that students come to the program with a wealth of personal knowledge and life experiences. It provides an entry point to further / higher / vocational education by offering accredited or non accredited curriculum and culturally appropriate teaching resources that are relevant to participant needs and circumstances. It is not reliant on success or failure at school, is self paced, negotiable and flexible with participants. Students need to have every opportunity to maximise their training and learning experience. Where there is perceived difficulty in achieving learning goals, discussion with the learner will be encouraged. Information will be provided about possible alternative pathways to achieve goals, options / choices to overcome barriers and ways to access a supportive network. This information will vary according to the individual needs of the learner.

Academic and Learning Support

Students need to have every opportunity to maximise their training and learning experience. Where there is perceived difficulty in achieving learning goals, discussion with the learner will be encouraged. Information will be provided about possible alternative pathways to achieve goals, options / choices to overcome barriers and ways to access a supportive network. This information will vary according to the individual needs of the learner.

Reasonable adjustments may include:

- Academic and Learning Support available for all students including Literacy and numeracy support
- Alternative methods of assessment where reasonable, such as oral assessments, changes to paper colour, font size or style
- Extra time to complete assessments.

Assessments are designed to be fair, reliable and consistent. Students are given details on required assessments for each unit at the beginning of the study period. Assessment is confidential and focuses on what the student can do rather than cannot do. It is flexible, uses a variety of assessment tools and includes suggests and negotiation about future goals / development.

MAX Solutions provides a safe environment that enables opportunity to change, is encouraging and supportive allowing regular contact with peers / staff in familiar surroundings. Open and honest communication enables growth in self-esteem and self-concept.

Organisations to contact for more information

- Australia Dyslexia Association 07 5576 5045
- The National Reading and Writing Hotline 1300 655 506 – links people who need assistance with reading to the appropriate group.
- Indigenous Education www.dest.gov.au
- Links from www.jobaccess.gov.au
- Vision Australia www.visionaustralia.org.au or 1300 847 466
- Australian Association for the Deaf www.aad.org.au.

Relevant Legislation

- Disability Discrimination Act 1992 http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/
- Human Rights and Equal Opportunity Commission Act 1986 http://www.austlii.edu.au/au/legis/cth/num_act/hraeoca1986512/
- Age Discrimination Act 2004 http://www.austlii.edu.au/au/legis/cth/consol_act/ada2004174/
- Racial Discrimination Act 1975 http://www.austlii.edu.au/au/legis/cth/consol_act/rda1975202/

Relates Standard 1: Standards for RTOs 2015