



Students with Disability Assessment Service Update

Term 3 August 2024

Welcome to the Term 3 newsletter from the Students with Disability Assessment Service (SwD-AS). In this edition you will find information on the following topics:

- Referral forms
- Referrals for future students commencing school in 2025
- Processes and timelines
- Parent enquiries
- Documents required from SwD-AS assessors
- Requests for amendments to information in reports

Referral forms

Referral forms have been updated with our new branding, and a small number of other revisions to help capture the most useful information to support our referral and assessment processes. These are now being sent with all referral packs and have a revision date of 08/08/2024 at the bottom of page 1. Please ensure you contact us to create a referral before any forms are completed, and are using the forms sent in the referral pack for each individual student to avoid delays and extra work caused by using outdated forms.

Referrals for future students commencing school in 2025

A reminder that we are accepting referrals for students commencing school in 2025, including Foundation students and other students new to a government school. Schools are encouraged to create referrals for these students as soon as possible, especially where assessment is needed to support parents' decisions around enrolment options.

Processes and timelines

Did you know that once we receive and accept a referral, our service can usually assess a student within three weeks?

Below is a brief summary of our processes and timelines:

1. Referral documents are processed as they are received and school contacts are emailed to advise if they are complete, or anything else is needed.
2. When the documents are complete, our team reviews the documents to determine if the referral falls within the scope of our service.

- For those referrals that do not meet requirements for assessment through our service, the school contact receives an email advising of this outcome, with a brief explanation, and an attachment with a brief summary of the Vineland-3 assessment, if this was completed as part of the referral.
- For referrals that are progressed to assessment, the assessor makes contact with the school to arrange the assessment and feedback. The assessment usually takes place within three school weeks of the date we received the completed documents.

3. Following the assessment being finalised, the report is usually emailed to the school within three school weeks.

4. The whole process is usually completed within 10 weeks of the documents being received and accepted; this includes the assessment, report, and feedback to the parents/carers and school.

Parent enquiries

We occasionally receive phone calls from parents/carers with questions about referrals and assessment processes and timelines. It is difficult for us to provide specific information over the phone, as we often cannot verify the caller's identity and may not necessarily know where the school is at in the referral process. We therefore request that instead of referring parents/carers to us, the referring school contact us for any information needed by the parent/carer.

Documentation required from SwD-AS assessors

All our assessors have a Working with Children Check and are able to show this when on school sites if requested. All other documents related to OHS requirements and insurance are managed as part of our contract with the department to deliver the assessment service across all Victorian government schools. The department's contract manager monitors our insurance certificates to ensure their currency throughout the life of the contract, which means individual schools do not need to keep track of and manage these, and assessors do not need to provide the documentation.

Requests for amendments to information in reports

Please contact us on 9678 5100 or email SwD-Assessments@maxsolutions.com.au if you have any concerns about information in reports. Assessors should not be contacted directly. We will review each situation on an individual basis to determine how best to proceed, and will usually provide an addendum to correct any errors. We cannot add extra information to reports that wasn't available to us at the time of the referral/assessment.

Key Dates

15 July 2024 - Term 3 commences

20 September 2024 - Term 3 ends

T: 03 9678 5100

E: SwD-Assessments@maxsolutions.com.au

W: [Students with Disability Assessment Service \(MAX Solutions\)](#)

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