



Reasonable adjustment policy

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Reasonable adjustment policy	September 2021/V1.0	CEO and/or nominee	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015

Policy scope

The Reasonable Adjustment Policy applies to all organisational trainers and assessors who conduct assessment for national qualifications, VET accredited courses, skill sets and units of competency.

It also includes external personnel conducting assessments on the organisation's behalf as part of partnership agreements.

Policy purpose

The Reasonable Adjustment Policy establishes this part of the framework for quality assessment practices that meet the ASQA Standards, Principles of Assessment and Rules of Evidence and the Disability Discrimination Act 1992 which made it unlawful for an education service provider to discriminate against someone because the person has a disability.

Policy statement

Reasonable adjustment refers to measures or actions taken to provide a student with some form of disadvantage or disability the same educational opportunities and assessment 'fairness' as everyone else.

To be reasonable, adjustments must be appropriate for that person, must not create undue hardship for an RTO and must be allowable within rules defined by the Training Package.



Legislative/statutory requirements

- Standards for Registered Training Organisations (RTOs) 2015
 - Disability Discrimination Act 1992
-

Associated documents

- Reasonable Adjustment Procedure
 - Assessment Policy & Assessment Procedure
 - Access and Equity Policy
 - Complaints and Appeals Form
-

Measure of policy effectiveness

The effectiveness of this Policy will be determined by the:

- Number of complaints against reasonable adjustments not creating a 'fair' assessment for participants upheld
 - Outcomes from internal and external audits
-

Induction

Refer to organisational and induction processes to confirm specific induction requirements related to this Policy

Definitions/acronyms

Reasonable Adjustment: "Reasonable adjustment refers to adjustments that can be made to the way in which evidence of applicant performance can be collected. Adjustments can be made to meet the needs and characteristics of the applicant/s being assessed and taking into account any equity requirements."

Principles of Assessment and Rules of Evidence see <https://www.asqa.gov.au/standards/chapter-4-training-and-assessment/clauses-18-112-conduct-effective-assessment>
