

## **P.19.08 SPECIAL CONSIDERATION POLICY and PROCEDURES – Reasonable Adjustments**

### **1.0 Policy**

In line with Standards for Registered Training Organisations 2015 Clause 1.8-1 AVETA will apply reasonable adjustments to any assessment activity, after being advised by a student prior to commencing an assessment activity that they desire a reasonable adjustment to be made to the assessment process. AVETA will then take into account the individual learner's needs by :

- considering that any reasonable adjustments to be any measure or action that a student requires because of their circumstances
- considering an adjustment to be reasonable if it achieves the purpose while taking into account factors such as the nature of the need, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.
- recognising that there may be more than one adjustment that is reasonable in a given set of circumstances and will make adjustments that are reasonable and that do not cause AVETA unjustifiable hardship.

This means that AVETA will take meaningful, transparent and reasonable steps to consult consider and implement reasonable adjustments for students who disclose that they have a disability, acute illness, loss or bereavement and hardship or trauma. AVETA will take reasonable steps to ensure that any adjustments that are required will be done in a confidential way and within a reasonable time. As an example AVETA's Assessors who are required to apply a reasonable adjustment may consider providing oral rather than written assessments but will not compromise the rigour of the assessment process.

This policy also aligns to the Disability Standards for Education 2005, which requires AVETA to make reasonable adjustments where necessary to the extent that those adjustments do not cause AVETA unjustifiable hardship.

### **2.0 Procedures to be followed:**

- a) Students wishing to apply for special consideration are required to contact their Trainer/Assessor or the relevant Training Coordinator for actioning their need.
- b) The Trainer/Assessor or relevant Training Coordinator will assess what intervention is required and consult with the student as to whether the adjustment is reasonable, the extent to which the adjustment would achieve its aim and whether there is any other reasonable adjustments that would be less disruptive and intrusive and no less beneficial for the student to address their need.
- c) At the conclusion of these discussions the Trainer/Assessor or relevant Training Coordinator will document the outcome/s on AVETA's Special Consideration Form and place it on the relevant students file.