

REASONABLE ADJUSTMENT

Ikon has strategies in place to ensure that students with additional needs are reasonably accommodated within their learning environment to ensure equal opportunity and access to education.

Reasonable adjustments are made to ensure that students are not presented with barriers to learning or the demonstration of their learning in their studies.

Reasonable adjustment may include :

- The use or loan of adaptive/assistive technology or equipment for use by people with a disability or illness to enable them to undertake their study/assessment in a fair and equitable manner. (e.g. seating)
- Alternative methods of assessment (e.g. verbal assessment)
- Individual conditions of assessment (e.g. seating arrangements, additional 10 minutes per hour, toilet/rest/exercise breaks, bite sized food/drink)
- Accessible learning formats (e.g. large print materials, coloured exam paper)
- Provision of a scribe
- Referral to additional services.

PROCESS FOR APPLYING FOR REASONABLE ADJUSTMENT

Reasonable adjustment is an adjustment made for students with additional needs. Generally, an application for reasonable adjustment is made at the time of a student's initial enrolment, however, a student can make an application at any time during their enrolment.

Reasonable Adjustment is used when ongoing support is required throughout a course of study. If a single, unforeseen, significant event disrupts your study, you should follow the [Application for Special Consideration Process](#).

The Student Experience Team (SET) manage any queries in relation to students with additional needs, and their role includes but is not limited to:

- Managing enquiries and issues related to the educational experience of students with additional needs
- Providing basic additional needs support and ensuring students with additional needs are treated with appropriate respect
- Assisting other staff with strategies for responding to students with additional needs
- Ensuring appropriate disclosure, confidentiality and privacy is maintained in the triaging of requests for learning assistance or reasonable adjustments
- Assisting students with additional needs in getting appropriate, reasonable adjustments for

- study materials, assessment tasks and environmental improvements, as relevant
- Promoting useful assistive technologies that may be used in assisting students with additional needs.

LODGING AN APPLICATION

If you wish to apply for reasonable adjustment, follow the steps outlined below:

1. Contact our Student Experience Team on 1300 000 933 or via email at experience@ikon.edu.au
2. Following an initial conversation, you should submit this completed form to SET via experience@ikon.edu.au
3. SET will review the application for completeness and forward it to the Education Team (EDU) to make any recommendations based on the information provided. This recommendation will be reviewed by the Head of School (or nominee) who will speak with you to discuss your requirements before deciding the outcome of the application.
4. EDU will arrange meeting with you and a senior academic member to formalise an individualised learning plan (if relevant).
5. You should advise SET if your situation changes during your studies.
6. EDU will review your learning plan with you at least annually, or earlier if circumstances change. If you have a permanent disability that will not change, the learning plan will be reviewed when changes to arrangements are required.
7. Where appropriate, SET or EDU may communicate your additional needs in relation to learning and assessment to relevant academics or administrative staff for assessment or support. If you are dissatisfied with the outcome of your reasonable adjustment application, you may seek recourse in accordance with the *Grievance and Appeals Policy*.

All applications for reasonable adjustment must be lodged with the Student Experience Team via email to experience@ikon.edu.au. More details can be found in the *Reasonable Adjustment Policy*.

NOTIFICATION OF OUTCOME

You will be informed in writing of the outcome of your application within 10 working days of your application being received.

APPLICATION FOR REASONABLE ADJUSTMENT

A. PERSONAL DETAILS

Given Name	Family Name	Student ID
Address		
Suburb	State	Postcode
Email	Mobile	

B. APPLICATION STATEMENT

Please provide a detailed statement outlining the grounds for your application below. Your statement should explain the impact of the disability on your ability to study.

C. SUPPORTING EVIDENCE

You must also attach relevant supporting documentation to evidence the circumstances and your statement, from a registered medical practitioner or counsellor who cannot be a family relative.

D. DECLARATION

In signing below, I acknowledge, confirm and accept that:

I have read the *Reasonable Adjustment Policy* and understand the process for determining a reasonable adjustment.

I understand that the submission of an application for reasonable adjustment does not automatically mean it will be approved. I consent to Ikon contacting medical practitioners and/or other third parties for the purposes of verifying the contents of this application and confirming the authenticity and/or originating source of the supporting documentation I have submitted, to the extent necessary for Ikon to assess this application.

I understand that I may be asked to provide a more specific consent to disclosure of information should this be required by Ikon, answer questions and/or make myself available to attend a meeting to agree an individualised learning..

Ikon reserves the right to vary or reverse any decision in relation to this application on the basis of false or deliberately misleading information. I acknowledge disciplinary action may be taken if I knowingly provided false o deliberately misleading information.



Signature

Name

Date

Privacy: Ikon collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Further details are provided in our *Privacy Policy* at <https://ikon.edu.au/policies-procedures/>

APPLICATION FOR REASONABLE ADJUSTMENT

OFFICE USE ONLY

A: PRELIMINARY ASSESSMENT

Date Application Received	SET Member Name
Is the Application complete Y/N?	Is evidence attached to the application Y/N?
Date returned to student if the application has not been completed correctly or does not have evidence attached	

B: REASONABLE ADJUSTMENT ASSESSMENT

Assessor name	
Assessor position	
Granted or Declined	Date
Details	
Assessor signature	

C: NOTIFICATION OF ASSESSMENT

Actioned	Notice of outcome to student	Lecturers advised (if relevant)	Wisenet Updated
SET Member		Date closed	