

REASONABLE ADJUSTMENT POLICY

1. Purpose

Ikon Institute of Australia (Ikon) is committed to providing reasonable adjustments to ensure equal opportunity and participation for students with additional needs that may affect the student's learning experience.

2. Scope

This policy is applicable to prospective students at admission and enrolment into study, and for participation of enrolled students with additional needs.

3. Related Documents

This policy should be read in conjunction with the following documents:

- Application for Reasonable Adjustment
- Assessment Policy
- Grievance and Appeals Policy
- Student Services Policy
- Learning Support Policy
- Inclusion, Diversity and Equity Policy
- Privacy Policy

This policy and related documents can be accessed via the [Policy and Procedures](#) section of the Ikon website and the student and staff policy libraries.

4. Definitions

"Assessment" means the process of collecting evidence and making judgements on whether the prescribed learning outcomes for a subject have been achieved.

"Assessment Task" means a specific and discrete learning activity designed to collect evidence about a student's achievement of prescribed learning outcomes. Assessment tasks can be diagnostic, formative or summative, and include but not be limited to essays, presentations, group work, reports or final examinations.

"Learning Outcomes" means the knowledge and skills, and the ability to apply the knowledge and skills, that a student has acquired and is able to demonstrate as a result of their learning.

"Reasonable Adjustments" are measures or actions taken in order to provide substantive equality for students with additional needs to ensure their active participation in teaching and learning activities.

POLICY

5. Principles

- 5.1 Ikon recognises the individual needs of students and respects the rights of all students to participate inclusively and fully in all facets of the student experience, and in particular, the access and equity of student engagement outcomes.
- 5.2 Ikon shall take all reasonable steps to make adjustments so that students with additional needs have an equal opportunity to successfully complete their studies.
- 5.3 Students with additional needs may be entitled to reasonable adjustments to learning resources, learning environment, teaching method or assessment conditions.
- 5.4 Adjustments may include modifications to the learning environment, teaching method, or assessment conditions to increase the participation of a student without compromising the academic standard or the inherent course requirements.
- 5.5 Ikon shall not restrict enrolment on the basis of, nor discriminate against students with, additional needs. However, Ikon may deny entry based upon reasonable belief of a student's inability to successfully complete the course, based upon potential limitations applied by the additional and restricted participation within course requirements.
- 5.6 Generally, an application for reasonable adjustment is made at the time of a student's enrolment, however, a student can make an application at any time during their studies at Ikon.
- 5.7 Reasonable adjustments are made to ensure that students are not presented with barriers to learning or demonstrating learning achievement in their studies. Reasonable adjustment may include and is not limited to:
 - Alternative methods of assessment
 - Individual conditions of assessment
 - Accessible learning formats
 - Referral to additional services

PROCEDURE

6. Contact and Initial Assistance

- 6.1 The Student Experience Team are the initial point of contact for students with additional needs, and their role includes:
 - Managing enquiries and issues related to the educational experience of students with additional needs.
 - Providing basic support and ensuring students with additional needs are treated with respect and dignity.
 - Assisting other staff with strategies for responding to students with additional needs requests.
 - 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, and

- Outlining useful assistive technologies that may be used in assisting students with additional needs

7. Process for Applying for Reasonable Adjustment

7.1 Current or prospective students who wish to apply for reasonable adjustment should follow the steps outlined below:

- During the enrolment process, students who identify as requiring additional support needs are required to complete a 'Request for Reasonable Adjustment' form and attach relevant supporting documentation about the nature of the additional support required
- Student contacts Ikon and asks to speak with the Student Experience Team (SET)
- Following an initial conversation, the student submits a *Request for Reasonable Adjustment* to SET
- Where appropriate and in accordance with confidentiality principles, SET may communicate a student's specific needs in relation to learning and assessment to relevant academics or administrative staff for assessment or support

8. Determination of Reasonable Adjustment

8.1 Wherever practical, reasonable adjustment shall be made to meet the needs of a student with additional needs.

8.2 A decision on any adjustment(s) will be made as a result of a consultative process according to the nature of the additional need. Each student shall be interviewed by the Head of School (or their nominee) and advice may be sought from professionals as to the nature of any adjustment required.

8.3 To determine if an adjustment is reasonable, the following shall be considered:

- A student's additional needs or challenges that may affect that student throughout a subject or course
- The views of the student or the student's advocate
- Whether the adjustment shall impact on the academic standards or inherent course requirements
- Whether the adjustment creates an undue advantage for the student, or an undue disadvantage for another student
- The costs and benefits to all parties of making the adjustment

8.4 Ikon is not obligated to make any adjustment or accommodation that may impose an unjustifiable hardship on Ikon. Students with additional needs may be required to provide additional medical or specialised documentation to substantiate the reasonableness of the adjustment.

8.5 A meeting may be set up with the student and the Education Team to discuss the application and formalise a personal individualised learning plan.

8.6 The bearing of costs associated with reasonable adjustment shall be negotiated with the student at the time of the learning plan being established.

8.7 The Education Team shall review the learning plan with the student at least annually, or earlier if circumstances change. Where a student has additional needs that shall not change, the plan shall be reviewed where changes to arrangements are required.

- 8.8 Students should advise Education Team if their situation changes during their studies.
- 8.9 Ikon is not obligated to provide adjustments for a student who chooses not to disclose an additional need prior to enrolment or immediately on learning of any impairment.

9. Roles and Responsibilities

- 9.1 Ikon shall ensure that this policy is:
- Accessible to all staff and students
 - Is implemented and applied consistently across all campuses of Ikon including its online learning environment

10. Complaint or Grievance

- 10.1 Students who have a complaint or grievance, either academic or non-academic, should refer to *Grievance and Appeals Policy*.
- 10.2 Students who have a complaint or grievance related to for reasonable adjustment for additional needs support should first contact the Education Team.

11. Publication

This policy is published via the [Policies & Procedures](#) section of the Ikon website and on the staff and student libraries.

Policy Information & History

Policy Category	Academic, Assessment
Policy ID	AS003A
Approved by	Academic Board
Date of Approval	1 February 2022
Endorsed by	Dean
Date of Endorsement	21 January 2022
Previous Versions	-
Next Review Date	January 2025
Government Legislation	Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 National Code 2018 Higher Education Support Act 2003 Disability Standards for Education 2005 Disability Discrimination Act 1992
Responsible Officers	Dean
Sources:	The following documents were considered in developing the resolution framework: Tertiary Education Quality and Standards Agency, <i>Guidance Note: Diversity and Equity, Version 1.2, 11 October 2017</i>
Benchmarking:	External referencing activities were conducted against comparable providers and best practice using publicly available information, including from: CPA Australia, Kaplan Business School, University of Newcastle, and University of Wollongong.