

REASONABLE ADJUSTMENT

1. Purpose

- 1.1 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

- 2.1 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

- 3.1 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.

A full glossary of terms can be found [here](#).

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 also extended to students who have carer responsibilities for a person with additional needs. 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:
 - o alternative methods of assessment
 - o individual conditions of assessment
 - o accessible learning formats
 - o referral to additional services
- 5.8 Ikon will make available resources that explain the difference between Reasonable Adjustment and Special Consideration. Generally, Reasonable Adjustment is best suited for students who requires adjustment over the life of their studies whereas Special Consideration typically only results in due date extensions and is available for circumstances that are short-term, temporary and may only need to apply to a small number of assessments over a short period of time.

6. Roles & Responsibilities

- 6.1 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

PROCEDURE

7. Contact and Initial Assistance

- 7.1 The Academic Services Team is 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 staff with directing students with additional needs requests to the right support.
 - 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
 - proposing useful assistive technologies that may be used in assisting students with additional needs

8. Process for Applying for Reasonable Adjustment

- 8.1 Current or prospective students who wish to apply for reasonable adjustment should follow the steps outlined below:
- 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
 - In addition to medical or specialised documentation to substantiate the reasonableness of the adjustment, students must also provide recommendations for adjustments by a verifiable registered medical or health practitioner
 - During the application process, prospective students may disclose a disability or additional needs, which enables them to apply for Reasonable Adjustment. Disclosure is optional and, on its own, will not result in a Learning Access Plan being implemented.
 - If unsure, students can discuss with the Student Experience (SX) team whether Reasonable Adjustment or Special Consideration would be most suitable to their circumstances.

9. Determination and Implementation of a Learning Access Plan

- 9.1 Wherever practical, a Learning Access Plan (LAP) containing recommended adjustments shall be made to accommodate students with additional needs.
- 9.2 A decision on any adjustment(s) will be made based on formal medical recommendations by an Australian registered medical or health practitioner.
- 9.3 Academic Services is responsible for assessing and approving reasonable adjustment requests in accordance with this policy. Where a request involves complex or non-standard recommendations, or may have implications for professional requirements or placement, Academic Services will confirm with the relevant Head of School or delegate prior to finalising the decision.
- 9.4 To determine if an adjustment is reasonable, the following shall be considered:
 - 9.5 the views of the student's medical provider
 - 9.6 whether the adjustment shall impact on meeting academic standards or inherent course requirements
 - 9.7 whether the adjustment creates an undue advantage for the student, or an undue disadvantage for another student
- 9.8 Ikon is not obligated to make any adjustment or accommodation that may impose an unjustifiable hardship¹ on Ikon.
- 9.9 Where appropriate and in accordance with confidentiality principles, Academic Services will communicate a student's LAP adjustments to relevant academics or administrative staff for support and implementation.
- 9.10 The Academic Services Team shall review the learning access plan with the student at least annually, or earlier if circumstances change.
- 9.11 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.

10. Complaint or Grievance

- 10.1 Students who have a complaint or grievance, either academic or non-academic, should refer to the *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

- 11.1 This policy shall be published in the [Policies & Procedures](#) section of the Ikon website and the staff and student libraries.

Policy Information & History

Policy Category	Academic, Assessment
Policy ID	AS003A
Approved by	Academic Board
Date of Approval	4 March 2026
Endorsed by	Teaching and Learning Committee
Date of Endorsement	11 February 2026
Previous Versions	1 February 2022
Next Review Date	March 2029
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 this policy: Tertiary Education Quality and Standards Agency, Guidance Note: Diversity and Equity, Version 1.2, 11 October 2017
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.

¹ ADCET. Unjustifiable Hardship. <https://www.adcet.edu.au/disability-practitioner/reasonable-adjustments/unjustifiable-hardship>