

DISABILITY SUPPORT PROCEDURE - STUDENT



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
4	RESPONSIBILITIES	3
	Compliance, monitoring and review.....	3
	Reporting.....	3
	Records management.....	3
5	DEFINITIONS	3
	Terms and definitions.....	3
6	RELATED LEGISLATION AND DOCUMENTS.....	3
7	FEEDBACK.....	4
8	APPROVAL AND REVIEW DETAILS.....	4

1 PURPOSE

- 1.1 This procedure informs and assists CQUniversity students with disability on how to access specialised support services, assistive technologies, equipment and other reasonable adjustments. Reasonable adjustments are specific and operate in conjunction with existing support services and University education and training processes.

2 SCOPE

- 2.1 This procedure applies to all CQUniversity students.
- 2.2 Services and processes that support CQUniversity employees are covered in the [Disability Support Procedure – Employees](#).

3 PROCEDURE

- 3.1 Upon enrolment, students who indicate they have a pre-existing, recently diagnosed or temporary illness, medical condition or disability and want to access support will be emailed information about the Inclusion and Accessibility Service and invited to register.
- 3.2 Employees can also refer students to the Inclusion and Accessibility Service if they have the student's consent to be contacted by the Service. Students can also contact the Service for support at any time throughout their studies.
- 3.3 As part of the registration process, the student's treating health professional will complete a [Student Registration/Treating Health Professional Report](#). The report confirms the condition/s, indicates the impact of the student's condition on their ability to study or participate in course-related activities, indicates reasonable adjustments. Students also need to provide their consent for Inclusion and Accessibility Service employees to liaise with relevant employees in the University to implement reasonable adjustments.
- 3.4 Once registration documents are submitted, the student will be contacted to participate in an intake appointment with a Disability Adviser. During this consultation, the Disability Adviser will confirm the student's support needs, based on documentation provided and discussion with the student. Examples of assistance which can be provided include:

- special exam conditions during official examination periods
 - participation assistant – assisting with skills such as time management and organisation, note taking and scribing
 - loan of and/or advice on specialist equipment
 - assistance in obtaining education materials in alternative formats
 - temporary assistance due to short term illness/hospitalisation
 - assistance with online quiz adjustments.
- 3.5 The Disability Advisor will develop an Accessibility Plan, listing the reasonable adjustments that are recommended and the relevant employees responsible for implementing them. In addition, the Accessibility Plan will inform student of their responsibilities in collaboration with University employees.
- 3.6 If specific learning and teaching reasonable adjustments are recommended, the Inclusion and Accessibility Service may liaise with the appropriate Deputy Dean (Learning and Teaching) or nominee to confirm that the proposed adjustments are reasonable in assisting students to meet required course/unit requirements. Reasonable adjustments do not modify course learning outcomes or mandatory requirements but may support a student in demonstrating their ability to meet course/unit learning outcomes. If required, the Disability Advisor will inform the student directly of any changes.
- 3.7 Once finalised, the Inclusion and Accessibility Service will email a copy of the Accessibility Plan to each student. If the student consents, the Accessibility Plan will also be made available in the Academic Information Management System (AIMS) for employees responsible for the student's course/units (e.g. academics, teachers) to access directly.
- 3.8 Accessibility Plans are reviewed annually or when required by the student or University (e.g. change in health or intended course/unit). An updated copy of the Accessibility Plan will be emailed to the student annually or if changes are made.
- 3.9 Disclosure of a student's disability to other employees by the Inclusion and Accessibility Service will be based on the level of support required. Students must indicate their consent to information about their disability and its impacts being disclosed on the [Student Registration Form](#). Information disclosed in the Accessibility Plan will be discussed directly with the student by the Disability Adviser.
- 3.10 Students are recommended to be proactive and share a copy of their Accessibility Plan with relevant academics and teachers as early as possible in the term and to request specific reasonable adjustments e.g. time adjustments for online quizzes.
- 3.11 If mandatory reporting to the Australian Health Practitioners Registration Authority (AHPRA) is required, the University employee delegated with reporting authority will discuss disclosure with the affected student. CQUniversity or health practitioner employees are required to report to the relevant Dean of School any student registered with the AHPRA who, because of their impairment, may place the public at substantial risk of harm during clinical training.
- 3.12 Confirmation of examination accommodations will only be available to students by accessing their personal examination schedule in MyCentre. Students with disability who have registered and discussed exam accommodations with a Disability Adviser can view them online by selecting the exam accommodations tab. Students are responsible for checking all details of their schedule/timetable (including room numbers, dates and times) and must ensure that all negotiated accommodations appear on their schedule two weeks prior to their examinations.
- 3.13 Student registration with the Inclusion and Accessibility Service will be confirmed annually when Accessibility Plans are reviewed. Continuing students may need to update medical information to change their reasonable adjustments, or when requested by a Disability Adviser.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director, Student Experience is responsible for monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the Records Management Policy and Procedure. This includes retaining all records relevant to administering this procedure in a recognised University recordkeeping system.
- 4.4 Records must be retained for the minimum period specified in the University Sector Retention and Disposal Schedule, accessible on the [Queensland State Archives website](#).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Consultation: before an adjustment is made for a student, the student must be consulted. Students who have indicated they have a disability and require assistance are consulted on reasonable adjustments and other forms of assistances based on their individual circumstances. The University encourages students to be involved in the decision making process to ensure their best possible outcomes.

Inherent requirements: the fundamental, essential elements to learning and assessment requirements of a particular course. The University will consider whether the person could perform these requirements if a reasonable adjustment were made.

Reasonable adjustments: based on consultation. Reasonable adjustments will be made to accommodate students with disability without compromising the inherent requirements of the student's course. Adjustments are reasonable if they do not impose unjustifiable hardship on the University.

Unjustifiable hardship: a defence the University may use to counter a claim of discrimination if it is unable to make an adjustment for a person with a disability. In determining unjustifiable hardship CQUniversity must take into account all relevant circumstances of a particular case. This includes consideration of:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned
- the effect of the disability of the person concerned, and
- the financial circumstances and the estimated expenditure required by the University.

6 RELATED LEGISLATION AND DOCUMENTS

[Anti-Discrimination Act 1991](#) (Qld)

[Australian Human Rights Commission Act 1986](#) (Cwlth)

[Disability Discrimination Act 1992](#) (Cwlth)

[Disability Policy](#)

[Disability Services Act 2006](#) (Qld)

[Disability Standards for Education 2005](#) (Cwlth)

[Fair Work \(Registered Organisations\) Act 2009](#) (Cwlth)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice Chancellor and President
Advisory Committee to Approval Authority	Vice Chancellor's Advisory Committee
Administrator	Director, Student Experience
Next Review Date	7/11/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 04/12/2009
Amendment Authority and Date	Position titles updated 07/08/2013; Vice-Chancellor and President 13/05/2015; Vice-Chancellor and President 7/11/2018.
Notes	This document replaced the Disability Support Procedures (employees and students) (13/05/2015).