

SECTION B: STUDENTS

Goal: To ensure that University's policy and practices comply with the requirements of the DDA, show no direct, indirect or systemic discrimination towards students with a disability and create and maintain excellent learning environments for undergraduate and postgraduate students.

This section of the Disability Action Plan aims to identify strategies that when incorporated into existing outreach programs, learning and teaching activities and assessment and evaluation procedures, will bring about a more inclusive educational experience for students with disabilities.

Implementation and review of the strategies in this section which affect access, participation retention and success of students with a disability are the responsibility of a range of staff across the University community.

Key result area: B1 Student Recruitment, Enrolment and Admission

Key outcome	Strategy	Responsible Officer	Time Frame
B1.1. University undergraduate and postgraduate outreach and recruitment activities are inclusive of prospective students with a disability.	<p>Ensure that outreach information contains information welcoming applications from students with disabilities.</p> <p>Ensure that disability information relevant to prospective students is available on the Future Students page of the University web site.</p>	General Manager: Student Services	30 June 2009
B1.2. Prospective students are aware of the information and support services, available to students with a disability.	<p>Provide training and disability information to staff who receive inquiries from potential students.</p> <p>Include a link to the Disability Services web page from Faculty/ School/ Student Service web pages for prospective students.</p>	General Manager: Student Services Area Managers	Ongoing 31 July 2009
B1.3. Disability-specific publications are available at all outreach programs	Display and distribute as required, information designed for people with a disability contemplating higher education at outreach activities.	General Manager: Student Services	Ongoing
B1.4. Access Scholarships are available for students with a disability	<p>Review scholarship programs and access schemes to identify opportunities for creating scholarships for students with a disability.</p> <p>Information about external scholarships for people with a disability is provided on the disability support web page.</p>	General Manager: Student Services	31 Dec 2012

Key outcome	Strategy	Responsible Officer	Time Frame
B1.5. Prospective and current students are informed about the University's services for students with a disability.	Develop an informative website for students with disabilities dealing with application, facilities, and reasonable accommodation.	General Manager: Student Services	April 2009
B1.6. The University complies with anti-discrimination legislation within existing entry requirement reviews	Ensure that where non-standard processes of admission apply e.g. audition and/or interview, appropriate accommodations will be implemented to ensure equitable treatment of students with a disability. Approve applications for disability entry in accordance with the provisions of the Disability Entry Guidelines Policy.	General Manager Student Services	Ongoing
B1.7. Students with disabilities are able to enroll without undue difficulty.	Review enrolment procedures to ensure that students with disabilities are able to complete the enrolment process without undue difficulty. Where difficulties arise, adjustments are developed to facilitate enrolment processes.	General Manager, Student Services	Ongoing
B1.8. Appropriate funding is available to implement reasonable accommodations for students with a disability as required under the DDA	Provide an annual funding source(s) for the support of students with a disability, including the identification, purchase and maintenance of appropriate equipment, e.g. computers, assistive technology.	General Manager, Student Services	Ongoing
B1.9. Students with disabilities begin their University program of study without undue difficulty.	Ensure that orientation programs are inclusive of the needs of students with a disability. Negotiate Learning and Assessment Agreements with Faculty staff when adjustments are required to teaching and assessment methods as a result of disability. Establish and implement support requirements in a timely manner.	General Manager, Student Services	Ongoing

Key result area: 2: The Learning Experience

Key outcome	Strategy	Responsible Officer	Time Frame
B2.1. Teaching practice is inclusive of the needs of students with a disability.	Negotiate Learning and Assessment Agreements with Faculty staff when adjustments are required to teaching and assessment methods as a result of disability.	General Manager, Student Services	Ongoing
	Provide website links for teaching staff to information about practical teaching and support strategies available on the CATS website.	Director CLPD	30 Jun 2009
	Include information about disability issues in education in the induction program and information for academic staff.	Director CLPD Director HR	Ongoing
	Conduct at least one seminar on disability issues in education annually	Director CLPD	Ongoing
	Review the Reasonable Adjustments To Teaching And Assessment For Students With A Disability Policy.	General Manager: Student Services	31 Dec 2010
B2.2. A trial of the AUTC QA framework for disability standards is conducted.	Conduct a comprehensive self assessment of teaching and support service provision using the CATS self assessment tool.	PVC Learning and Quality	31 Dec 2010
B2.3. Accessible on line course materials for students with a disability	Provide a service to assist staff in reviewing on line course material available on MyUni to meet Web Content Accessibility Guidelines (WCAG) (http://www.hreoc.gov.au/disability_rights/standards/www_3/www_3.html) standards.	Director CLPD	Ongoing
B2.4. Alternative format course materials are available, when required, in a timely manner.	Establish processes to ensure that course materials are converted into alternative format as relevant for students with a disability and available in a timely manner.	General Manager, Student Services	Ongoing

Key outcome	Strategy	Responsible Officer	Time Frame
B2.5. Students with disabilities have access to technological resources without undue difficulty.	Review access for students with a disability in student computer pools. Review access for students with a disability to photocopiers and other technologies which are integral to their learning.	Director, Infrastructure – Property and Technology	Ongoing
B2.6. Support for students with a disability is provided at the point of service.	Identify a contact person in each Faculty to undertake designated disability related responsibility. Identify faculty responsibility for students with a disability and determine issues to be referred to the Disability Advisor.	Executive Deans General Manager: Student Services	31 July 2009 31 Dec 2010
B2.7. Academic staff effectively manages educational issues for students with a disability.	Provide teaching staff with information in teaching courses and by website links about Disability Specific booklets that are available on the CATS (www.adcet.edu.au/Cats/) website.	Director CLPD	30 Jun 2009
B2.8. Accommodations available for students with disabilities comply with legislative requirements.	Develop guidelines for a process to be followed for the provision of reasonable accommodation in the curriculum whilst ensuring that the inherent course requirements are maintained.	General Manager: Student Services	31 Dec 2013
B2.9. Students with a disability are able to participate in field trips and placements required as part of the program of study.	Assess work sites and work requirements for suitability and modify or provide alternatives as appropriate without compromising inherent requirements of the field trip or placement. Document disability accommodation to inform future placement and /or field trip activities and forward to the Disability Advisor.	Course Coordinators Course Coordinators	Ongoing
B2.10. Student feedback instruments collect feedback from students with a disability.	Include a question about program and course flexibility for students with a disability in the Student Experience of Learning and Teaching (SELT) questionnaire.	Director: CLPD	31 Dec 2011
B2.11 Students with a disability graduate with dignity and with their student cohort.	Review the graduation ceremony processes to ensure that students with a disability are able to graduate with their student cohort.	General Manager: Student Services	31 Dec 2009

Key result area: B3: Participation of students with disabilities in community and cultural life

Key outcome	Strategy	Responsible Officer	Time Frame
B3.1. The University's management of students with mental health issues is non-discriminatory and promotes a safe learning and working environment.	<p>Ensure the capacity of the Counselling and Health Services to respond to the mental health needs of the student community.</p> <p>Develop a policy on Inappropriate Behaviour Management Policy to assist University staff respond to students whose behaviour may be inappropriate.</p>	General Manager: Student Services	<p>Ongoing</p> <p>31 Dec 2010</p>
B3.2. Students with disabilities have equitable access to extra-curricular activities that are deemed integral to the student experience.	<p>Develop Guidelines for the provision of support to students in community and cultural activities.</p> <p>Encourage students with disabilities to participate in study abroad and exchange opportunities by including information about study abroad opportunities for students with disabilities in promotional materials.</p>	General Manager: Student Services	31 Dec 2010
B3.3. Viable emergency evacuation procedures exist and are promoted for students with disabilities.	Establish and practice a system for the evacuation of students with a disability who require assistance.	Area Managers	Ongoing