

# Disability Support Policy

Version number	1
Approved by	Corporate Governance Board
Date of approval	05/02/2018

## Purpose

Sydney Institute of Higher Education (SI) is dedicated to ensuring that all students have equal opportunities to participate fully in their education and succeed in their chosen area of study. Hence, SI must ensure that students with disabilities are accommodated by establishing accessible facilities, infrastructure, program delivery and assessment methods, and organisational procedures.

This *Disability Support Policy* establishes the measures in place at SI to ensure the accessibility of SI's programs and facilitate the academic success of students and staff with disabilities who are studying or working at SI. Measures will be implemented in all areas of operation, including admissions and enrolment, student support, learning and teaching activities, and facilities and infrastructure.

## Scope

This policy applies to all operations at SI, and prospective and current students and staff with disabilities.

## Principles

Upholding the following principles is a legal requirement for SI under the *Commonwealth Disability Discrimination Act 1992*.

SI is dedicated to creating supportive and inclusive learning and teaching environment that will foster academic success in all students, including those with specific needs. To this end, SI will continually review all operations to ensure they are fully accessible to students with disabilities. SI will act in accordance with the *Disability Standards in Education* (as amended).

The findings of these reviews will be used by the *Corporate Governance Board* to continually improve services offered to students and to inform admissions policies and processes.

As per the *Anti-Discrimination Policy*, SI supports the right of students with disabilities to be treated with respect and learn in a safe and supportive environment and will ensure that this is enshrined in all aspects of SI's higher education operations and culture.

SI will ensure that all staff are trained to meet the needs of students with disabilities.

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# Procedures

## ***Admission and Enrolment***

SI provides extra support to applicants with disabilities to ensure they have full access to the admissions process.

SI will establish a specific point of contact for applicants with disabilities to utilise at any point during the application process.

As with all applicants, SI will assure itself that applicants with disabilities have the capacity to complete the program with appropriate support provided by SI.

Applicants who have disabilities will be guaranteed a place in a SI program if they meet the entry criteria.

SI will continually review admissions policies and processes to anticipate the needs of its student cohort, including students with disabilities.

## ***Student Support***

SI will establish a specific point of contact for students with disabilities who are enrolled to study at SI. They will be responsible for ensuring that students' support needs are met, and for adjusting measures in response to changing needs.

Orientation programs at SI will include information relevant to students with disabilities, ensuring that they are fully informed of the support available to them at SI from the beginning of their program.

Information will be presented in a way that is accessible to students with disabilities.

Students with disabilities will have access to a range of support services throughout their degree, including, but not limited to:

- Note-taking services
- Academic assistances
- Sign language interpreters
- Personal readers

## ***Learning and teaching***

The needs of students with disabilities will be taken into account at the development stage of a new program. Program proposals must demonstrate accessibility measures in order to be approved. See also the *Program Development and Approval Policy*.

Reasonable accessibility adjustments will be made to learning and teaching activities and assessment strategies on a case-by-case basis.

## ***Facilities and Infrastructure***

SI will ensure that all facilities and infrastructure are fully accessible to students with disabilities,

including:

- Full wheelchair access
- Signage in brail for blind students.

This includes IT and library infrastructure. All online resources must be fully accessible, which may be facilitated through personal readers or other adjustments determined on a case-by-case basis.

Accessibility to facilities and infrastructure will be continually monitored and reviewed, ensuring that SI remains up to date with best practice and the specific needs of each student cohort.

### ***Appeals***

A student may appeal any decision regarding assistance or adjustment. Students should follow the procedures outlined in *Student Complaints and Appeals Policy*.

Monitoring will take place through annual reports, in accordance with the *Compliance Calendar*, to the *Corporate Governance Board* and *Academic Board* by their delegations of authority. These reports will identify:

- Student use of disability services
- Strengths and weaknesses in SI disability support services
- Recommendations for improvement.

Changes must be made in accordance with the limits of authority defined in the *Delegations Register*. Major changes must be reviewed and approved by the *Corporate Governance Board*.

## **Policy Implementation and Monitoring**

The *Corporate Governance Board* and *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Provost.

Both Boards will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

Additionally, both Boards will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct in accordance with the *Compliance Calendar*.

The *Academic Board* must provide a report to the *Corporate Governance Board*, in accordance with the *Compliance Calendar*. The *Corporate Governance Board* must ensure that the findings of these monitoring activities are taken into account in planning, quality assurance and improvement processes.

## **Related documents**

- *Commonwealth Disability Discrimination Act 1992* and all associated standards.

## Definitions

**Academic Board:** the governing body responsible for academic matters, including teaching and learning, program approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes. The *Academic Board* reports to the *Corporate Governance Board*.

**Corporate Governance Board:** the governing body responsible for oversight of all higher education operations, including the ongoing viability of the institution and the quality of its higher education delivery. The *Corporate Governance Board* delegates responsibility for academic matters to the *Academic Board*.

**Full-time student:** any student enrolled with a full-time study load at SI.

**Orientation:** an on-campus scheduled program of activities prior to the beginning of each semester that provides students with opportunities to meet staff and other students, tour the campus, enrol in academic workshops and seminars, engage in social activities, learn more about SI and the services on offer, learn more about their rights and responsibilities as students, and access other important information.

**Part-time student:** any student enrolled with a part-time study load at SI.

**Study load:** the number of units in which a student is enrolled in a semester.

## Review schedule

This policy will be reviewed by the *Academic Board* and the *Corporate Governance Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	05/02/2018		5/2/2021

▲ Related Documents	
<a href="#">↗</a>	<a href="#">Anti-Discrimination Policy</a>
<a href="#">↗</a>	<a href="#">Program Development and Approval Policy</a>
<a href="#">↗</a>	<a href="#">Information For Students Policy</a>
<a href="#">↗</a>	<a href="#">Student Complaints and Appeals Policy</a>
<a href="#">↗</a>	<a href="#">Delegations Register</a>
<a href="#">↗</a>	<a href="#">Provost</a>

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<a href="#">↗ Corporate Governance Board - Terms of Reference</a>
<a href="#">↗ Academic Board - Terms of Reference</a>

End of document: "Disability Support Policy"

Document ID: 8587, Revision No : (10), Created : January 6, 2020 11:19 am, By : Aleisha Zhao, Last updated : July 17, 2020 2:18 pm, Updated by : Nigel Finch, Reviewed & Approved by : Nigel, On : May 2, 2018, Next Review by : Nigel, Review Scheduled For : May 2, 2021

Produced & Printed : Thursday 10th of September 2020 03:03:48 AM "Sydney Institute of Higher Education ABN 49 618 742 813 TEQSA PRV14323 CRICOS 03866C"

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