

Students with a Disability Procedure

1. Purpose

UNSW College is committed to the inclusion of students with disabilities or health illnesses within the College community and in taking all reasonable steps to promote equitable and inclusive access to the College facilities, events, learning and assessment activities.

The principles are articulated in the following College Policies: [Equity Diversity and Inclusion Policy](#), [Admissions Policy](#), [Assessment Policy](#) and associated Procedures.

2. Scope

This Procedure applies to prospective students, all students undertaking UNSW College programs and all staff involved in the delivery of UNSW College programs and in the support of UNSW College students.

3. Student disability disclosure advice

- (a) Applicants/students who have a disability or long-term mental health illness are encouraged to provide early advice to UNSW College during the application process or the initial enrolment process.
- (b) While this advice is not compulsory, it assists UNSW College to make reasonable adjustments to support the student during their studies and hence, maximise the chance of academic success. If a student does not disclose a disability, UNSW College may not be in a position to make adjustments and ensure the student can access learning and assessment, facilities, support and other services or resources on the same basis as other students.
- (c) Applicants / students wishing to advise UNSW College of a disability or ongoing illness that may be a disadvantage during their studies, can flag this on the [University Admissions Centre \(UAC\) Application Form](#), [UNSW College Application Form](#) or send advice via email to the Student Support Team at student.support@unswcollege.edu.au.
- (d) While UNSW College undertakes to assist students with disabilities, it can only do so if students self-identify and actively engage in a process to negotiate reasonable adjustments.
- (e) Students should be reassured that disclosing a disability does not put them at a disadvantage and their rights to education are protected under state and federal law.



4. Confidentiality

- (a) Information in relation to a student's disability/medical condition shall remain confidential and be restricted to those with a legitimate need to know in accordance with the [Privacy Policy](#).
- (b) The information will not be disclosed to third parties without the consent of the student, except to meet any government, legal or other regulatory requirements.

5. Supporting documentation

- (a) A member of the College Student Support team will contact the applicant or student on receipt of advice regarding a disability or long-term mental health illness.
- (b) In order to undertake an assessment of educational adjustments needed to provide reasonable support, the applicant / student is required to provide current documents from a qualified health professional that gives evidence of the disability.
- (c) Acceptable documentation would include:
 - i. the nature and duration of the disability;
 - ii. any treatment being received;
 - iii. whether the disability is permanent, temporary or fluctuating;
 - iv. the potential impact on studies and assessments; and
 - v. any recommendations for adjustments.
- (d) The documentation must be in English, written on letterhead, signed and dated by an appropriate General Practitioner, medical specialist, psychologist or other qualified health practitioner.
- (e) Original documentation and translations (if the original documentation is not in English) must be provided before an appropriate learning plan can be developed.
- (f) Without receipt of the documentation providing evidence of the disability, it is not possible to reasonably support a student.

6. Equitable learning plan

- (a) On receipt of the documentation from a qualified health professional, an assessment is undertaken by the Student Support Advisor together with the UNSW Equitable Learning Facilitator, to determine how and whether UNSW College can reasonably support the student.
- (b) An equitable learning plan is then developed to support the student.
- (c) The Student Support Advisor will work with each student and the relevant academic staff to implement and monitor the learning plan and meet with the student for periodic reviews.

7. Reasonable education adjustments

- (a) Reasonable adjustments are provided in accordance with the Disability Standards for Education and other applicable law. Adjustments will be developed in a timely way having regard to all relevant circumstances and information at hand, including:
- i. the views of the student or prospective student (including whether the student considers the adjustment to be reasonable and whether there are any other reasonable adjustments that would be less disruptive and intrusive, and no less beneficial). In the case of students under 18 years of age, the views of the parent or guardian will also be considered;
 - ii. information and recommendations provided by the treating medical practitioner;
 - iii. the effect of the adjustment on the student, including their ability to achieve learning outcomes, participate in courses or programs and their independence;
 - iv. the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students;
 - v. whether the adjustment may need to be changed over the period of the student's studies;
 - vi. the costs and benefits of making the adjustment.
- (b) Reasonable adjustments may include the use of assistive technology, time extensions, exam adjustments, alternative formatting and / or library assistance.
- (c) Any educational adjustments should not compromise the academic standards of a course or program of study that are inherent or essential to its satisfactory completion.

8. Exceptions

The College is unable to provide any adjustments if, for example, for safety, it is reasonably necessary to protect the health or welfare of a student or other person or if the adjustments would impose unjustifiable hardship on the College.

9. Roles, responsibilities and delegations

Role	Responsibility
Student Support Team	<ul style="list-style-type: none"> • Key contact points for students with a disability • Assist to develop, implement and monitor an equitable learning plan
UNSW Equitable Learning Facilitator	Assessment of special needs based on documentation provided by students with a disability

10. Definitions

Definitions and Acronyms	
Educational Adjustments	Reasonable adjustments are made to support students with a disability, while protecting the integrity of the academic program.
Equitable Learning Plan	A documented plan that identifies services that will be implemented to support a student with a disability.
UNSW Equitable Learning Facilitator	A member of UNSW Equitable Learning Services that assesses and puts in place services and educational adjustments that support students with a disability.
UAC	University Admissions Centre. An organization that processes applications for admission to tertiary education courses, mainly at institutions in New South Wales and the Australian Capital Territory.

Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • Anti-Discrimination Act 1977 (NSW) • Australian Human Rights Commission Act 1986 (Cth) • Disability Discrimination Act 1992 (Cth) • Disability Standards for Education 2005 (Cth)
Policy	<ul style="list-style-type: none"> • Admissions Policy • Assessment Policy • Equity Diversity and Inclusion Policy
Procedures	<ul style="list-style-type: none"> • Admissions Procedure • Assessment Procedure

11. Procedure Governance

Students with a Disability Procedure	
Category/Business Group	Student Experience
Published Externally (Yes/No)	Yes
Approver	Executive Director, Students
Responsible Officer	Head of Student Experience
Contact Officer	Head of Student Experience
Effective Date	17/08/2023
Next Review Date	17/08/2026
Version	1.0

12. Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Executive Director, Students - Jacqueline Clements	15 August 2023	17 August 2023	N/A

Please visit our website to ensure that you have the latest version of this Procedure. Policies and procedures are available at: unswcollege.edu.au/about/policies