Nepean Community College

Reasonable Adjustment Policy

1. Purpose

Nepean Community College (RTO Code: 1223) has made every endeavour to identify, plan and prepare for the delivery of training to all students who disclose or exhibit difficulties in reaching their full potential without reasonable adjustments to the training and delivery of their chosen course.

The purpose of this document is to clearly define our reasonable adjustment strategy when an assessment task or teaching method is adjusted for clients who are unfairly disadvantaged by the assessment task.

2. Policy

Disadvantage may arise due to:

- Difference in language or literacy abilities
- Cultural differences
- Disability
- Negative past learning experiences
- Other factors that create disadvantage for a particular task

Reasonable adjustment will not compromise the integrity of the assessment and cannot change the competency being assessed (e.g. literacy difficulties cannot be adjusted if the task specifically assesses literacy, e.g. in the CGEA programs).

Students must also meet the entry requirements of the training package to enter the program and must meet the competency requirements to pass the assessment. Reasonable adjustment is not intended as a way to get an advantage, just to remove disadvantage.

3. Reasonable adjustment to teaching

Trainers are encouraged to adjust their teaching methods to meet the needs of all students. Program Supervisors and Student Engagement Facilitator are responsible for supporting and advising trainers on appropriate adjustments to teaching methods, and informing trainers of any needs that need to be met.

Trainers are also responsible to seek advice from program staff in meeting student needs if required.

4. Reasonable adjustment to assessment

Trainers can make minor adjustments to assessments if the change doesn't mean changing the assessment task as written.

For example:

- swapping the roles or size of groups in group assessments
- arranging group members according to preference
- arranging a different room for the assessment

Any change that would require a change to the assessment task as written needs to be approved by RTO Compliance and a copy of the adjusted task printed and filed in the student file.

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