Purpose
To ensure that acumen education provides access and equity for all students in training and education and responds to students with special needs.

Scope
This procedure relates to all services and interactions provided to acumen education students with a diagnosed disability. Staff may include learning support, selection staff, teaching staff and facilities staff.

Policy
This policy ensures that there is a framework that works towards provide equal opportunity to all students at acumen regardless of any personal disadvantages.

And

Support the SNR standard” 16.1 The NVR registered training organisation establishes the needs of clients, and delivers services to meet these needs.

Definitions

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<tr>
<th>CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.</th>
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<td>DEEWR: Department of Education, Employment and Workplace Relations (Commonwealth).</td>
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<td>DIAC: Department of Immigration and Citizenship (Commonwealth).</td>
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<td>ASQA Australian Skills Quality Authority</td>
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<td>NVR: National VET Regulator</td>
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<td>NRT: Nationally Recognised Training (NRT)</td>
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<td>ESOS: Education Services for Overseas Students Act 2000.</td>
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<td>International Student: A person holding an Australian student visa, enrolled in a CRICOS registered course, at the Acumen Institute of Further Education on shore.</td>
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Procedure
Learning Support Responsibilities:
The Student support officer provides appropriate assistance to any Acumen Education student in need of help in applying for, undertaking and completing a course. The Learning Support Officer also provides disability liaison for any student with a diagnosed disability to assist them in their progress through courses from application to completion.
Student support officer respond to the individual student’s needs, to maximise their learning opportunities. This is balanced against the business needs of Acumen Education and any employer involved in the student’s training.

Acumen education will provide positive action for a student with a disability and provide assistance with various processes which a person without a disability may not require. Amongst other things, the Institute will:

- Assist students who have difficulty with the application and enrolment process.
- Assist with results, course advice, RPL and credit transfers.
- Provide or refer students to student counselling services and intensive literacy and numeracy support when required.

Acumen Education will liaise on behalf of the student with special needs. The Institute will:

- Organise and allocate appropriate internal and external disability support staff.
- Provide student on delivery, assessment and learning support issues.
- Provide advocacy and conflict resolution services if any grievance arises.
- Apply for and account for disability support funding and liaise with external agencies including New Apprenticeship Centres and Skills Victoria.
- Assess the student’s learning support needs in consultation with each student (and/or an associate of the student).
- Recommend reasonable adjustments to delivery and assessment to appropriate teaching staff.
- Tutor and assist students with understanding tasks, including the planning and reviewing of assignments, editing and proof reading.
- Provide appropriate disability support, e.g. Auslan interpreter, note taker, participation assistant, special equipment.
- Supervise and scribe for tests.
- Review reasonable adjustment arrangements as required to allow for changing needs of students.

**Teaching Staff Responsibilities:**

Acumen Education allows reasonable adjustment for any student with a disability to assist them to meet their course requirements. Teaching staff will:

- Work with learning support staff and follow reasonable adjustment recommendations.
- Develop alternative assessment for students and support students through assessment tasks.
- Reassess students where required.
- Liaise with Learning Support staff including referring students to the unit. Admissions Staff Responsibilities
- Ensure that admissions and enrolment procedures do not discriminate against people with a disability.
- Contact the Learning Support unit to assist with enrolment interviews when requested or required.