Reasonable Adjustment Workflow - Staff

01

ACCESS PLAN

Student registers with AccessAbility within timeframe. Student meets with an AccessAbility Advisor to prepare an Access Plan including reasonable adjustments. The meeting will occur within 7 UWD of contact and the draft Access Plan developed within 3 UWD of that meeting.

02

CONSIDERATION OF ACCESS PLAN & DISSEMINATION

The Access Plan is sent to all relevant parties, the Course Coordinator, the Subject Coordinator, Examinations (if exam adjustments are part of the Access Plan) and to the student.

03

The Course Coordinator assesses the Access Plan as being reasonable under the legislation and can request further information and/or suggest alternative adjustments. If the Course Coordinator considers the adjustments are not reasonable under the legislation, they must respond in writing to AccessAbility so the Access Plan can be renegotiated.

04

Reasons for a decision: Where a Course Coordinator makes a determination the adjustments are not reasonable a written response with supporting reasons must be sent to AccessAbility. Examples include where the adjustment will compromise subject or course learning outcomes or impacts on timely completion of course content or assessment. If the Course Coordinator does not respond to AccessAbility in writing it is assumed the Access Plan is approved. Each time an Access Plan is developed or renegotiated the most recent version of the plan will be emailed to all parties.

05

The Subject Coordinator disseminates the Access Plan to relevant teaching staff and implements adjustments into the teaching and learning process.
The Examinations team coordinate on campus exams and provide adjustments according to a Student's Access Plan. **The Student** receives a copy of their Access Plan.
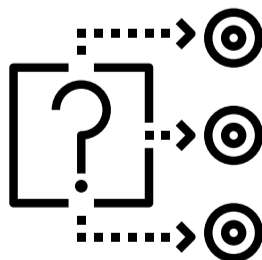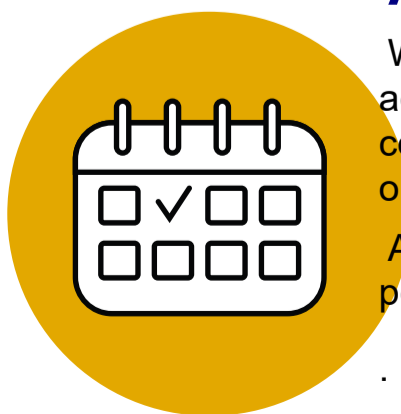
UNJUSTIFIABLE HARDSHIP

An adjustment can be reasonable but impose a sizeable financial impost on the University. A Dean level delegate can review an Access Plan and advise a student that the University can not accommodate the approved adjustments due to cost. The Delegate will consult with Service areas of the University if necessary before making a determination and responding to the student. contains electives and placements or a student's disability changes .

06

ACCESS PLAN

Where possible, an Access Plan should include adjustments necessary to complete all subjects within a course. Reviews will be necessary if a student's disability or course requirements change.
Access Plans may be developed at any time in a study period.

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07