Reasonable Adjustment Policy

PURPOSE

This policy sets out ATEC's approach to providing reasonable adjustments for students with disability so they can access and participate in training and assessment on the same basis as students without disability, while maintaining assessment integrity and training product requirements.
This policy is informed by the Disability Discrimination Act 1992 (Cth), Disability Standards for Education 2005 and applicable RTO obligations.

SCOPE

This policy applies to all ATEC students, employees and contractors involved in training, assessment, support or reasonable adjustment decisions across all ATEC campuses and delivery modes.

DEFINITIONS

- **Reasonable adjustment:** A change to learning, assessment, resources, timing, communication or support arrangements that enables equitable participation without compromising assessment or training product requirements.
- **Disability:** Has the meaning given in the Disability Discrimination Act 1992 (Cth), including temporary, permanent, current, past, future or imputed disabilities.
- **Unjustifiable hardship:** Hardship that is unjustifiable after considering the benefit or detriment to affected persons, the impact of the disability, costs, resources and available assistance.

POLICY STATEMENT

ATEC will consider and apply reasonable adjustments where they are necessary, appropriate to the student's circumstances, and consistent with training product requirements, assessment integrity, WHS and licensing obligations. Adjustment decisions will be made fairly, promptly and individually, considering the student's needs and preferences, likely benefit, assessment impact, available resources, safety, and whether the adjustment would impose unjustifiable hardship to ATEC.

Students are encouraged to disclose disability, health conditions or support needs as early as practicable; however, reasonable adjustment may be requested at any stage and will not be refused solely because disclosure did not occur at enrolment. ATEC may request relevant, proportionate evidence where required to assess adjustment needs. Information will be managed in accordance with privacy and confidentiality obligations.

Approved adjustments will be documented, communicated to relevant personnel, implemented in appropriate timeframes and reviewed as needed. Adjustments affecting assessment conditions or outcomes must be approved by the Head of Trade or delegate to maintain validity and training product requirements. AI-enabled or other assistive tools may be approved where needed to reduce disability-related barriers, provided they comply with ATEC's privacy, assessment and AI usage requirements and do not replace the student's own demonstration of competency.

Reasonable adjustments may include:

- alternate assessment methods or conditions, such as verbal assessment, extra time, breaks or adjusted scheduling;
- resources in alternate formats or provided in advance;
- assistive technology, readers, scribes, speech-to-text or other equipment;
- access for assistance animals, personal carers, external support persons or NDIS supports;
- modified classroom layouts or permitted recording of demonstrations where appropriate.

PRIVACY AND CONFIDENTIALITY

Information about a student's disability, health condition or adjustment needs will be collected, used, stored and disclosed only for legitimate educational, support, safety and compliance purposes. Access will be limited to relevant personnel, subject to legal requirements and consent where applicable. Records will be retained in accordance with ATEC's Privacy Policy and Course Records Management requirements.

RESPONSIBILITIES

- **Chief Executive Officer:** approves this policy and oversees implementation.
- **Head of Trades, Trainers and Assessors:** apply this policy while maintaining training and assessment requirements.
- **Support and Wellbeing Services:** support students and staff to identify appropriate adjustment strategies.
- **Compliance Manager:** maintains the currency and regulatory alignment of this policy and related documents.
- **All ATEC employees and contractors:** support this policy and maintain privacy, fairness and respect.

RELATED LEGISLATION AND DOCUMENTATION

- 2025 Standards for Registered Training Organisations
- Commonwealth Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Equal Opportunity Act 1984 (SA)
- SUP-POL-045 Artificial Intelligence (AI) Usage Policy
- TRN-POL-010 Reasonable Adjustment Policy
- TRN-PRO-DOC-001 Reasonable Adjustment Procedure
- TRN-FRM-011 Student Support Plan
- TRN-FRM-014 Student Support Plan Review
- TRN-FRM-002 ATEC Enrolment Form
- TRN-PRO-DOC-027 Course Records Management
- SUP-POL-006 Complaints and Appeals Policy
- SUP-PRO-DOC-010.1 Client Complaints and Feedback Process
- SUP-POL-011 Access and Equity Policy
- SUP-POL-019 Privacy Policy
- INV003 Student Support Services Guide