

Reasonable Adjustment Form



Reasonable adjustment is an adjustment for learners with specific needs.

It is provided for a student with a specific learning need, which, if not met, might place that learner at an unfair disadvantage.

Reasonable adjustment may include (but not limited to): educational support, alternative methods of assessment (e.g. verbal assessment), and individual conditions of assessment, enlarged print materials, scribes or additional time to turn in assessments.

You will need to send this form to: enquiries@ailc.org.au

PART A: STUDENT TO COMPLETE

Student Name:		
Course Name:		
Course Location:		
Start Date:		
Please detail how your circumstance/s may prevent you from engaging in the course, such as participating in training and/or assessment and using the facilities on course (training rooms and hotel accommodation (if applicable)).		
In the table below, please list the adjustments that you think you will need.		
Participation in training	Participation in assessment	Use of facilities
Declaration: <i>I authorise the Australian Indigenous Leadership Centre to use the information provided in this form to assess the adjustments listed. I understand that under the Disability Standards for Education Act 2005 that the AILC has the right to refuse the adjustment if it is deemed unreasonable.</i>		
Student's Signature:		Date:
RTO's Representative Name:		
RTO's Representative Signature:		Date:

PART B: RTO TO COMPLETE

Instructions:

- This section must be completed after Part A has been completed by the student
- The student must sign this form once a decision has been made to confirm they have been informed regardless of the outcome.

How will the adjustments listed in Part A improve the student’s ability to participate and achieve the required learning requirements of the course?

Please detail how/if the adjustments may affect the trainer/assessor, students and staff from the hotel accommodation/training facility.

What steps will be taken to best support the student to receive the desired outcomes?

Declaration:

Candidate’s/Authorised Representative (please tick)

I agree with the reasonable adjustments decision

I do not agree with the reasonable adjustments decision (please see the available options below)

If you (the candidate) do not agree with the decision you may:

- continue to participate in the course without the adjustment
- withdraw from the course
- appeal the decision by lodging a formal complaint

Students Signature:

Date:

RTO’s Representative Signature:

Date:

<i>Version</i>	<i>Created</i>	<i>Reviewed & Changes</i>	<i>By whom</i>
1	2016	12/12/2017 Review date	Katrina Prgomet