

Reasonable Adjustment – Student Guide

1. What is a Reasonable Adjustment?

A reasonable adjustment is a change made to help students with a disability, impairment, or access and equity disadvantage, to participate in education on the same basis as other students. It ensures fairness without compromising course standards or outcomes.

2. Who can request a Reasonable Adjustment?

Any current or prospective student who:

- Has a disability or impairment (temporary or permanent)
 - Is returning to study after injury or illness
 - Faces access and equity challenges (e.g. due to age, gender, cultural background, remote location, family violence, homelessness, etc.)
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3. What are some examples of Reasonable Adjustments?

Adjustments may include:

- Extra time or rest breaks during assessments
 - Assistive technology or alternative formats for learning materials
 - Flexible scheduling or online delivery
 - Modified classroom environments or seating
 - One-on-one support or catch-up sessions
 - Submitting assessments orally or via computer
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4. How do I request a Reasonable Adjustment?

- Speak with your class teacher as early as possible.
 - You may also contact a Disability Liaison Officer or Learning Support Facilitator.
 - Requests can be made through your teacher who will work with you to complete the appropriate application.
 - You might need to provide supporting documentation (e.g. medical certificate).
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5. Will my request be approved automatically?

Not necessarily. Adjustments must:

- Be reasonable and justifiable
 - Maintain the integrity of the course and the unit
 - Be agreed upon by all parties
 - Be documented before the unit starts or assessment is due
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6. What if I choose not to disclose my disability or disadvantage?

Disclosure is voluntary. However, SWTAFE can only provide support and adjustments if you choose to disclose your needs.

7. What happens after I make a request?

- An online Reasonable Adjustment Checklist TL152 is completed by your teacher or staff contact person in conjunction with you.
 - The adjustment is documented and communicated in writing.
 - Your adjustment may be reviewed during the course to ensure it continues to meet your needs.
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8. Can my request be refused?

Yes, if the adjustment would cause **unjustifiable hardship** to SWTAFE. This means the cost or impact would be too great or the adjustment requested does not uphold the integrity of the unit of competency. If this happens:

- You'll receive a written explanation
 - You'll be offered support to explore alternatives
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9. Will my information be kept private?

Yes. All information related to your request is confidential and handled according to SWTAFE's Privacy Policy.

10. Who can help me with this process?

- Your teacher
 - Disability Liaison Officer
 - Learning Support Facilitator
 - Wellbeing & Student Support Team
 - Accessibility Support Team
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