

Reasonable Adjustment

Procedures for Implementation

- The Quality Training and Assessment Manager or LLN specialist will discuss with tutors those students for whom adjustments in teaching or assessment will need to be made and the types of adjustment that are possible.
- Adjustments may include:
 - Use of computers/laptops for class work and note taking and assignments
 - Recording of oral answers
 - Photo/video evidence
 - Participation in class discussions
 - Completion of class work as formative assessment
 - Completion of practical tasks
 - Use of teaching aides, people or technological (if funding is available)
- Adjustments can only be made to help the student obtain/ show competency; the competency requirement itself may not be altered
- If a reasonable adjustment cannot be made, or Cire Training is unable to provide suitable equipment, the student must be informed and other options discussed.
- The Identifying Students at Risk of Non-Completion Procedure should be used to inform the RTO Manager or delegated Education and Training staff member of concerns and a meeting will be organised with the student to discuss the concerns and the options available.

Related Policies and Procedures

Access and Equity Policy
Identifying Students as Risk of Non-Completion Procedure
Assessment Policy and Procedure

Organisational Area

Cire Education and Training

Approved by:

The Board



Sign: Date: *February 2019*

Operative Date:

February 2019

Review Date:

February 2021