

Reasonable Adjustment

Procedure

- The RTO Manager will discuss with the relevant trainer/s those students for whom adjustments in teaching or assessment 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 Cire Training staff member of concerns and a meeting will be organised with the student to discuss the concerns and the options available.

Related Documents

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

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature:

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Date: November 2021

Operative Date

February 2019
Updated November 2021

Review Date

November 2023