

POLICY TITLE: Disability Access

Purpose

The purpose of this policy is to state the commitment of Photography Studies College (Melbourne) (the College) to an educational and employment environment that enables equality of access and opportunities to persons with disabilities to succeed in their chosen field. This Policy should be read in conjunction with the *Access, Equity and Anti-Discrimination Policy*.

Policy

The College believes it is important to encourage students, employees, contractors and prospective employees and contractors with disability to participate in employment, education and training on the same basis as other people in the College community. We are committed to a comprehensive strategy that will fulfil that goal and provide practical support to achieve the policy objective.

Procedures

Reasonable adjustments

The College will make '*reasonable adjustments*' to accommodate students, employees, contractors and prospective employees and contractors with disability. The aim of the adjustments is to assist students, employees, contractors and prospective employees and contractors with disability to participate in employment, education and training on the same basis as other people in the College community.

An adjustment will be reasonable if it enables the person to participate in employment, education and training while taking into account the student's learning needs and balancing the interests of all parties affected, including those of the person with disability, the College, staff and students.

In determining whether an adjustment is reasonable, the College will take into account information about:

- the person's circumstances including the nature of the person's disability
- nature of the adjustment required to accommodate the person's disability
- the employee's role and whether the he or she can adequately perform the genuine and reasonable requirements of the employment even after the adjustments are made.

- The effect on the student of making the adjustments including the person's ability to achieve learning outcomes, participate in courses and work independently.
- recommended or alternative adjustments suggested by the person with a disability, an associate of the person, independent experts, or a combination of these people

The College will consider all likely costs and benefits, both direct and indirect, for the College, the employee, contractor or the student and any associates of the student, and any other persons in the College community. In relation to students and prospective students the College will consider:

- costs associated with additional staffing, providing special resources or modifying the curriculum
- costs resulting from the student's participation in the learning environment, including any adverse impact on learning and social outcomes for the student, other students and teachers
- benefits of the student's participation in the learning environment, including positive learning and social outcomes for the student, other students and teachers, and
- financial incentives, such as subsidies or grants, available to the provider if the student participates

Consultation, information and education

Staff will be provided with information on this Policy. The College will ensure that all employment and student policies and procedures consider any special needs or requirements and include relevant support for persons with a disability including those addressing work and life balance, flexible working arrangements, staff performance reviews, specific training and family friendly policies.

Disclosure of information and privacy

Questions about a person's disability (and illness or injury in the case of a prospective employee) will be asked only where the questions relate to:

- adjustments required to ensure a fair and equitable interview and selection process, enrolment or access to the educational program
- how the disability may impact on the inherent requirements of a job or safety in the workplace
- adjustments that may be required to adequately perform the inherent requirements of the job or participate equally in the educational program.

Staff, Contractor and Student Responsibilities

It is the responsibility of each staff member, contractor, and student not to engage in any form of discrimination against persons with a disability. In addition, staff members, contractors, and students must:

- Comply fully with this Policy;
- Respect the confidentiality all parties if they provide information during the investigation of a complaint.
- Cooperate with measures to implement this and related Policies

Investigation and Resolution of complaints

See the *Access, Equity and Anti-discrimination Policy* for a description on the procedures to resolve a complaint of discrimination.

Responsibility

Manager/Supervisors

Reports to Board

Yearly reporting on performance indicators, except for instances of litigation, which must be reported to Board immediately. Regular data report on complaints received and action taken to resolve if identified as an area of high risk.

Definitions

See section entitled "Reasonable adjustments"

Related Documentation Policies

Access, Equity and Anti-discrimination Policy

Procedures Forms & Documents

Publishing Details

Policy number: HR002_v6_HED_VET

Status: Final

Approved: 30/06/2022

Review Date: June 2025

Julie Moss - Managing Director

Published: July 2022