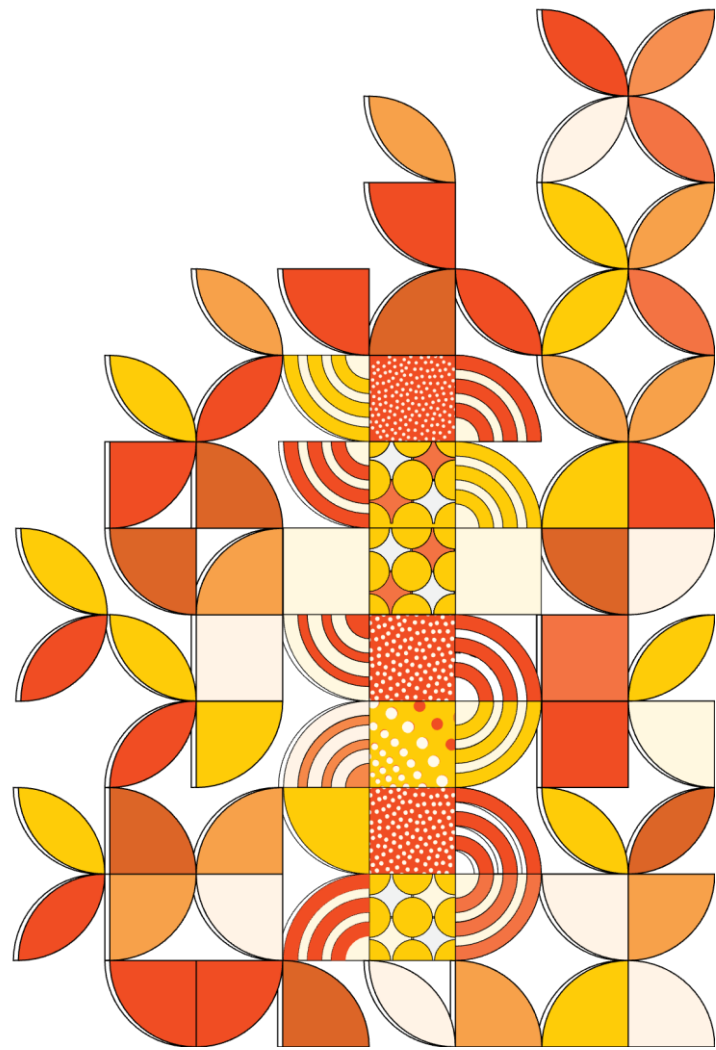


Accessibility Policy



SECTION 1

Purpose

1. The purpose of this Policy is to create an inclusive education and training environment for all prospective and current students with disabilities at the Institute of Health & Management (IHM). IHM is committed to providing a positive learning experience, celebrating diversity, and ensuring equal opportunity for all students with disabilities.
2. This policy outlines IHM's principles to provide a framework for the delivery of learning and teaching practices, including the provision of services and support, to ensure that all students with disabilities can enjoy the benefits of education in an enabling and supportive environment. Specifically, the purpose of this policy is to:
 - a) Create an educational and training environment at IHM that is free from discrimination and positively promotes the equal opportunity of students with disabilities.
 - b) Ensure that IHM students with disabilities are aware of their rights with respect to equal opportunity and access to education.
 - c) Articulate an effective policy for addressing complaints related to any failure to provide equal opportunity to students with disabilities regarding access to education at IHM.
 - d) Encourage the reporting of behaviour that breaches this policy.
 - e) Ensure that students with disabilities are given the greatest possible opportunity to participate in study and work

Scope

3. This policy applies to all IHM students enrolled in a course of study at IHM including:
 - a) All on shore international students, to whom the Education Services for International Students Act 2000 applies.
 - b) All students enrolled in an ongoing course of study that is delivered fully online or through any form of distance education that does not involve students' presence at a designated physical location.
 - c) All domestic students
 - d) All ELICOS students
 - e) All staff directly involved in dealing with students
 - f) All campuses of IHM

IHM Obligations

4. The Disability Discrimination Act 1992 (DDA) and The Disability Standards for Education 2005 clarify the obligations of education services providers such as IHM with respect to how education services and facilities are to be made accessible to students with disabilities. The Standards require IHM to take reasonable steps, including consultation about reasonable adjustments, to ensure that students with disabilities are able to undertake the following on the same basis as students without disabilities and without experiencing discrimination:
 - a) Enrolment
 - b) Participation
 - c) Curriculum development, accreditation and delivery
 - d) Student support services, and
 - e) Elimination of harassment and victimisation.

Definitions

5. Definitions for key terms are presented in the [Glossary of Terms](#).

Suite documents

6. This Policy is linked to the following procedures:
 - a) Accessibility Procedure
 - b) See also Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

7. Enrolment

7.1 Prospective students applying to study at IHM will not be discriminated against based on their disability. The types of disabilities recognised by the Department of Education, Skills and Employment (DESE) include:

- a) Acquired Brain Injuries
- b) Deaf (Auslan) and Hearing Impairments (non-sign)
- c) Vision Impairments
- d) Medical Conditions
- e) Mental Illness
- f) Intellectual Disabilities
- g) Physical and Mobility Disabilities
- h) Specific Learning Disabilities such as Dyslexia, Dyscalculia, and Dysgraphia
- i) Neurodiversity conditions such as Autism Spectrum Conditions, Asperger's Syndrome, Attention Deficit Hyperactivity Disorder (ADHD), and Attention Deficit Disorder (ADD)

All students are assured of equitable treatment and support throughout their studies.

- 7.2 Admission to courses is subject to students meeting the entry requirements applicable to all students.
- 7.3 IHM encourages students to discuss any 'special needs' and/or 'reasonable adjustments' to the study environment that they consider necessary or would assist them in their studies.
- 7.4 IHM undertakes all necessary steps to assist and support students who disclose the nature of their disability and seek appropriate support.
- 7.5 Courses that include a clinical component are subject to the policies of the relevant workplaces in which clinical placements are undertaken. IHM is committed to making every effort to find appropriate clinical placement partners that can accommodate the needs of students with disabilities.
- 7.6 All students are provided with this information prior to enrolling in a course of study.
- 7.7 Support for students with disabilities is available through the IHM Student Support Service. To register for this service, students are encouraged to disclose their disabilities and may be asked to provide medical documentation from a relevant health professional to ensure appropriate accommodations are made.

8. Participation

- 8.1 IHM will take all necessary steps and make reasonable adjustments to ensure inclusion and equal access to course participation and all aspects of student and campus life for students with disabilities.
- 8.2 All students and potential students will be made aware of disability support, access and equity, fair treatment and equal opportunities principles at orientation and the complaints resolution process. Refer to IHM's Student Orientation and Student Complaints and Appeals Policy and associated Procedure.

9. Curriculum development, accreditation and delivery

- 9.1 IHM endeavours to deliver programs in a manner that ensures that students with disabilities can participate in the learning experiences on the same basis as any other student.
- 9.2 Reasonable adjustments will be made when necessary to accommodate students with disabilities to meet the inherent requirements and educational standards relevant to their course of study.
- 9.3 IHM will ensure that inherent professional body/board requirements relating to placements and student selections are met by students with disabilities.

10. Reasonable adjustment in teaching, assessment, and examination

- 10.1 IHM will make adjustments in relation to teaching practices, assessments and examinations for students with disabilities (including students with chronic medical conditions), to provide equitable opportunities for them to demonstrate their knowledge and competency for assessment purposes. Examples of appropriate adjustment includes but are not limited to:
 - a) lectures which make use to formats and approaches suitable for students with vision or hearing impairments.
 - b) Individual exam conditions such as scribes, extra time or enlarged print papers, alternative forms of assessments such as oral exams, appropriate adjustment to clinical placement and practicum according to the nature of the disability.
- 10.2 Alternate arrangements for examinations will be recommended and instituted after considering standard reasonable practices outlined in the IHM Accessibility Procedure. The adjustments include:
 - a) Granting time extensions
 - b) Using assistive technology
 - c) Using a separate room
 - d) Using an ergonomic chair
 - e) Allowing alternative formatting of examination papers
 - f) Negotiating alternative equivalent assessment task/s

11. Student support services

- 11.1 Students can access a range of support at IHM to assist with personal and study-related issues including counselling, study skills and course advice.
- 11.2 In addition to these services, the Student Support Officer can assist students who identifies as having a disability. Students may be required to provide suitable evidence of the nature and extent of their disability so that appropriate support provisions may be negotiated and/or arranged.
- 11.3 If required, appropriate counselling and training will be provided to any employees who provide services to students with disability.

11.4 IHM will liaison with disability support groups to ensure special needs can be provided in areas where IHM has no knowledge or experience

12. Physical access

12.1 IHM is committed to ensuring that all campus buildings and facilities are accessible to all students, staff and the wider community.

12.2 IHM will achieve this through continuous improvements to the physical access of existing buildings and facilities and ensuring that new buildings are accessible and compliant with the most current version of the access to premises standards and be consistent with the requirements of the [Disability Discrimination Act 1992 \(DDA\)](#).

13. Elimination of harassment and victimisation

13.1 IHM is committed to ensuring a learning environment free from discrimination, harassment, and victimization. Policies, including the Access and Equity Policy and Procedure and the Sexual Harassment Policy and Procedure, are in place to protect and support all students.

SECTION 3

Associated Information

<p>Related Internal Documents</p>	<p>Accessibility Procedure Access and Equity Policy Access and Equity Procedure Student Selection and Admission Policy Student Selection and Admission Procedure Complaints and Appeals Policy Complaints and Appeals Procedure Learning and Teaching Policy Learning and Teaching Procedure Student Support and Advocacy Services Policy Student Support and Advocacy Services Policy</p>
<p>Related Legislation, Standards, and Codes</p>	<p>Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 TEQSA Guidance Notes: Diversity and Equity Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Disability Discrimination Act (1992) Disability Standards for Education 2005 Disability Discrimination Act 1992 (Cth) (DDA) Equal Opportunity Act 1995 Disability Access to Premises Building Standards 2010</p>
<p>Date Approved</p>	<p>07.08.2024</p>
<p>Date of Effect</p>	<p>08.08.2024</p>

Date of Next Review	30.07.2027
Approval Authority	Academic Board Endorsed by the Board of Directors
Responsibility for implementation	Academic Department
Document Custodian	Academic Dean
IHM Doc ID	IHM – AP1 – 3.0

Change History

Version Control		
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
Version 2.0	7/01/2021	Renamed “Disability Policy” as “Accessibility Policy” and “Accessibility Procedure” Policy and Procedure are separated into two documents Examination adjustment is added Minor editorial changes Proposed and Amended by the Learning and Teaching Committee at its meeting in December 2020 Version 2 approved by Academic Board in February 2021
Version 2.1	28/11/2023	The definitions have been relocated to the IHM glossary and the template has been updated.
Version 3.0	21/06/2024	Updated statements in Student Support Services section. Restructured the flow of the document Added statements in the participation section around training staff.