



Reasonable Adjustment Policy

DOCUMENT CLASSIFICATION	Public
DOCUMENT REF	POL-RTO-Reasonable Adjustment Policy
VERSION	1
DATED	11/05/2024
DOCUMENT AUTHOR	Eddie Blass
DOCUMENT OWNER	Eddie Blass, CEO

Revision History

VERSION	DATE	REVISION AUTHOR	SUMMARY OF CHANGES
1	11/05/23	Eddie Blass	Initial document
	11/05/24	Eddie Blass	Reviewed; no changes
	May 2025	Policy Review Team	Next Scheduled Review

Distribution

NAME	TITLE
All staff	All staff

Approval

NAME	POSITION	SIGNATURE	DATE
Eddie Blass	CEO	E Blass	11/05/23
Eddie Blass	CEO	E Blass	11/05/24

Contents

1	Purpose.....	4
2	Scope	4
3	Definitions.....	4
4	Policy Statement	4
4.1	Reasonable Adjustment.....	4

1 Purpose

This document specifies Inventorium RTO Pty Ltd.'s (Inventorium RTO) reasonable adjustment policy.

Inventorium RTO has an obligation to assist learners who may need some flexibility in training and assessment so that their individual needs can be met.

2 Scope

This document applies to all staff and learners in Inventorium RTO.

3 Definitions

Reasonable adjustment in VET is the term applied to modifying the learning environment or making changes to the training and/or assessment delivered to assist a learner with a disability.

4 Policy Statement

Inventorium RTO uses reasonable adjustments to make sure that learners with a disability have:

- The same learning opportunities as learners without a disability; and
- The same opportunity to perform and complete assessments as those without a disability.

4.1 Reasonable Adjustment

Reasonable adjustment may require something as simple as installing a particular type of software on a computer for a person with vision impairment.

Reasonable adjustment applied to participation in teaching, learning and assessment activities can include:

- Customising learning and/or resources and activities;

- Modifying the presentation medium;
- Modifying or providing special equipment such as special computer software and keyboard and large screen monitors;
- The provision of special assistance, such as an interpreter for hearing impaired candidates;
- The adaptation of the assessment methodologies, without weakening the integrity of the assessment system. For example, the College may allow of extra time to complete assessments, or may vary question and response, e.g., using oral questioning instead of written questions.

The purpose of reasonable adjustment is to make it possible for learners to participate fully. It's not to give learners with a disability an advantage over others, to change course standards or outcomes, or to guarantee success.

Reasonable adjustment in teaching, learning and assessment needs to be justifiable and uphold the integrity of the qualification. This means that, wherever possible, 'reasonable' adjustments are made to the learning and/or assessment process to meet the needs of individual candidates. In certain cases, learners that request reasonable adjustment will be required to provide third-party evidence of the stated condition to be eligible for reasonable adjustment.