



Contact your local campus to  
make an appointment  
with a Student Services Officer



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### TAFE SA REGIONAL CAMPUSES

Barossa Valley	8562 0500
Berri	8595 2600
Bordertown	8785 2680
Ceduna	8628 7055
Clare	8842 6600
Cleve	8628 2456
Cooper Pedy	8678 9000
Gawler	8522 0333
Jamestown	8664 0530
Kadina	8821 0400
Kangaroo Island	8553 0333
Kimba	8627 2552
Kingston	8767 2475
Millicent	8733 0200
Mount Barker	8391 7333
Mount Gambier	8735 1555
Murray Bridge	8535 6555
Naracoorte	8762 8300
Peterborough	8651 2723
Pt Augusta	8648 9922
Pt Lincoln	8688 3600
Pt Pirie	8638 4222
Renmark	8586 1111
Roseworthy	8303 7777
Roxby Downs	8671 9070
Urrbrae	8372 6800
Victor Harbour	8552 0222
Waikerie	8541 3822
Whyalla	8648 8788
Wudinna	8680 2212
Yorktown	8852 1144

### TAFE SA METROPOLITAN CAMPUSES

#### NORTH

Croydon	8204 0821
Elizabeth	8207 9642
Gilles Plains & Cheltenham	8207 1266
Port Adelaide	8303 2776 0423 783 237
Regency	8348 4429
Salisbury	8207 9807
Tea Tree Gully	8207 8085

#### SOUTH

Adelaide City (includes ARTS & English Language Services)	8463 5082 (voice)
Marleston	8226 4744
O'Halloran Hill	8177 3444
Noarlunga	8207 3826
Panorama	8207 2816

Deaf students should contact via the  
National Relay Service:

Text-voice TTY	13 3677
Speech to Speech	1300 555 727
NRS Freecall	1800 555 677
SSR Freecall	1800 555 727



Government  
of South Australia

# tafeSA

## Access Plans

for students with  
a disability or  
medical  
condition



## Access Plans

If you are a student with a disability or medical condition, negotiating an Access Plan is one way TAFE SA can assist you to identify and communicate your learning needs. It is the intention of the Plan to provide information to teaching and support staff so that they may adapt their services to support your needs.

## Our Commitment

TAFE SA is committed to the principle that all students should have an equal opportunity to access and successfully participate in vocational education and training.

TAFE SA is bound by the provisions of the:

- Equal Opportunity Act 1984
- The Disability Discrimination Act 1992, and
- The Disability Standards for Education 2005.



## Our Service

Our Student Services Officers are available to assist you with:

- concerns regarding course selection, delivery and assessment
- accessing equipment that may assist you with your studies
- negotiating adjustments to your course including assessments, if required
- identifying supports to maximise your learning experience
- general counselling.

*If you need assistance you are encouraged to make contact with your campus Student Services Officer as soon as possible so that they can help you to plan for your future success.*



## Key People

Before you commence the process of negotiating an Access Plan you need to make an appointment on campus with a **Student Services Officer**. The Student Services Officer will help you to identify your needs and help you negotiate your plan.

Your **lecturer** or the **Disability Contact** person within your program area is the person you need to keep informed about your needs, using your plan as a guide. They will assist you to implement your plan, and as required, help you negotiate any modifications.

You are the most important person in this process. It is important that you raise any concerns as soon as they arise. It is also your responsibility to articulate your needs and to work cooperatively with staff to address your needs.



## Information Provision

Fundamental to the Access Plan is the information you provide. While it is your decision as to how much information you disclose, the most useful plan will be developed if the Student Services Officer assisting you is able to fully understand your disability. All the information you provide to the Student Services Officer is confidential and will not affect the selection process for your course. However, the Student Services Officer will ask you to consider the option of disclosing your disability to your lecturers/support staff as part of the Access Plan process. This disclosure may further assist those working with you to better address your needs.

Additionally, you will be asked to bring to your initial appointment any formal reports that describe your disability. If you don't have any reports, your Student Services Officer will be able to provide you with

documentation for completion by an appropriate source. The Student Services Officer will explain what is required during your interview.

You should also give some thought to the assistance you think you will require to address your needs.



## Creating the Access Plan

The Access Plan is designed to clearly state what needs to happen to maximise your learning experience. It also identifies who is responsible for what and the expected timeframe in which accommodations should be made.

TAFE SA is an adult education provider. Therefore, the person who has responsibility for your welfare is **you**. While TAFE SA staff will assist you, in any way that is reasonable to achieve your goals, it is your responsibility to ensure that the Access Plan process is working for you.

It is your role to bring to the attention of your lecturer, the DC within the program area or a Student Services Officer any difficulties or modifications that may be required to the Access Plan.



## Plan Modification

If your Access Plan requires a simple modification, you should discuss this with your lecturer. If the modification is more complex, you should make an appointment with the Student Services Officer to assist with amending the plan.

You should be aware that modifications to the plan may, in some cases, take a little time to organise.

Once the plan has been amended you will be provided with a copy.