

## 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 in achieving a successful learning outcome. It is the intention of the Access Plan to provide information to lecturing and support staff so that they may adapt their services to better support your needs.

### Our Commitment

TAFE SA is committed to the principle that all students should have an equal opportunity to access and 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 Services

**Student Services Staff are available to assist you with:**

- career counselling.
- accessing equipment that may assist you with your studies.
- negotiating reasonable adjustments and accommodations to your course including assessments, if required.
- identifying supports to maximise your learning experience.
- general counselling.

Before you commence the process of negotiating an Access Plan the first thing you will need to do is make an appointment with **Student Services**, who will help you identify the impact your disability or medical condition may have on your learning, what accommodations may be made and help you negotiate your plan.

Your **Lecturer** within your program area is the person you need to keep informed about your needs (using your plan as a guide) and to whom you should direct any initial questions about modifying your plan.

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

### Information Provision

Essential 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 Student Services staff assisting you are able to fully understand the impact of your disability. All the information you provide to Student Services is confidential and will not affect the selection process for your course. However, Student Services 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 and the impact it may have on your learning. If you don't have any reports, Student Services will be able to provide you with a Health Practitioners report form for completion by an appropriate professional practitioner. Student Services will explain what is required during your appointment.

## Creating the Access Plan

The Access Plan is designed to clearly state what needs to happen to maximise your learning experience. It also identifies the reasonable adjustments/ accommodations that may be made and who is responsible for what.

TAFE SA is an adult learning environment. 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 learning goals, it is your responsibility to ensure that the Access Plan process is working for you.

It is your responsibility to bring to the attention of your Lecturer or Student Services any identified difficulties or changes that may be required to your Access Plan.

## Changes to the Access Plan

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

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

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

## Student Services Contacts

<b>Adelaide</b>	8463 5082	<b>Port Adelaide</b>	8303 2656
<b>Barossa</b>	8562 0500	<b>Port Pirie</b>	8638 4222
<b>Berri</b>	8595 2600	<b>Regency</b>	8348 4429
<b>Elizabeth</b>	8207 9700	<b>Salisbury</b>	8207 9800
<b>Gilles Plains</b>	8207 1100	<b>Tea Tree Gully</b>	8207 8000
<b>Kadina</b>	8821 0400	<b>Tonsley</b>	8207 2800
<b>Mount Barker</b>	8391 7333	<b>Urrbrae</b>	8372 6800
<b>Mount Gambier</b>	8735 1555	<b>Victor Harbor</b>	8552 0222
<b>Noarlunga</b>	8207 3900	<b>Whyalla</b>	8648 8788

For more information on TAFE SA Student Services go to: <http://www.tafesa.edu.au/services>