

Access Plans Important Information

Your Access Plan is an important document in your study journey with TAFE SA. It assists you in disclosing disability related support needs to lecturers so that reasonable adjustments can be negotiated. It also details agreed services which will be provided by Student Services.

Why have an Access Plan?

Having an Access Plan is a choice. Should you require additional services or reasonable adjustments, you can request an Access Plan so that these services and adjustments can be put in place.

Your Access Plan will be created in consultation with you and Student Services because you have disclosed that you have a disability and/or medical condition which may impact on your studies. Importantly, your Access Plan will provide important information to your lecturers so that they can provide suitable and agreed modifications (reasonable adjustments) to support your learning.

What is a 'reasonable adjustment'?

A reasonable adjustment or accommodation is a measure or action that is taken to help a student with a disability to participate in education and training on the same basis that other students are able to participate. Reasonable adjustments should not lower the standards of a course. Consideration of adjustments must also be given to the effect on other students, the costs and benefits of the adjustments, the nature of your disability and your views.

Confidentiality

Whilst your disability or medical condition does not need to be disclosed in your Access Plan, if you feel this information will assist, you can choose to include this information in your Access Plan.

Any medical record or information provided by you is kept confidentially with Student Services and not disclosed without your consent.

What happens with my Access Plan?

Once you have completed the Access Plan with Student Services, it is signed by you. You will receive a copy of the Access Plan for your records and copies for you to provide to your lecturers.

The original document is kept on file with Student Services and an electronic copy is sent to the Education Manager of the course you are studying for your student file. A copy can be provided to lecturers on request, but it is not automatically sent on to all lecturing staff.

It is your responsibility to inform lecturers of your Access Plan and negotiate support. Student Services can assist with this process where required on request.

What do I need to do next?

Make sure you keep a copy of your Access Plan. It is your responsibility to make sure your lecturers are aware of your needs as outlined in the Access Plan. Sometimes you will have different lecturers and they will need to be informed of your Access Plan and may request a copy.

Make sure you attend appointments with Student Services and update them on any changes to your circumstances.

You should discuss your needs with your lecturer as early as possible. For example, if you think you will need an extension, you MUST discuss before the due date and negotiate a new submission date with your lecturer.

Updating my Access Plan

All Access Plans have a start and finish date. This may be at the end of each semester or year depending on how long your course is. If you are continuing with your studies in the same course and the Access Plan will expire, you will need to make an appointment with Student Services to renew your Access Plan.

If you are continuing to study in a different course, you will need to create a new Access Plan with Student Services.

If your disability or medical condition changes, or if the Access Plan needs to be amended, please contact Student Services and make an appointment to arrange a review of your Access Plan.

Disclosure Responsibilities of Students

You have a responsibility under the [Work and Health Safety Act 2012](#) to make known any issues which may affect your safety or the safety of others whilst undertaking your study or placements. If you have any queries or concerns regarding this, you can discuss with your lecturer or Student Services.

For further information on Disability Services available at TAFE SA, please refer to:

www.tafesa.edu.au/services/disability-support