



## Students with Disability Procedures

### 1. POLICY SUPPORTED

[Students with Disability Policy](#)

### 2. PROCEDURAL DETAILS

#### 2.1 Disability Access and Inclusion Plan (DAIP)

2.1.1 Curtin University ("the University") will have a Disability Access and Inclusion plan ("DAIP") to describe how the University will provide support to its students, staff and visitors with disability; and to assist the University to meet the requirements of State and Commonwealth legislation.

2.1.2 The DAIP activities will be reported annually to the Disability Services Commission; and will be reviewed and renewed every 5 years.

The Disability Access and Inclusion Plan Implementation Committee ("DAIPIC") will oversee the implementation and review of the DAIP.

#### 2.2 Reasonable adjustment

2.2.1 All University staff will make reasonable adjustments to allow equitable access for students with disability and students who are carers ("students with disability") to services and facilities of the University.

2.2.2 Disability Services will assess and recommend a reasonable adjustment for a student; students may also request a reasonable adjustment directly from a school/faculty.

2.2.3 If a request is made directly to the faculty, the faculty may provide reasonable adjustments based on their own assessment or refer the student to Disability Services for an assessment and recommendation of reasonable adjustments.

2.2.4 When requesting a reasonable adjustment, students are required to disclose their disability and/or carer status and provide documentation or information ("documentation") from a relevant health practitioner to Disability Services or the faculty.

2.2.5 When assessing a request for a reasonable adjustment, faculties will be entitled to preserve the inherent requirements of an academic course or program.

2.2.6 The University is not required to provide a reasonable adjustment that would impose unjustifiable hardship or compromise the health and welfare of the student or others.

Students will give reasonable notice of the request to give sufficient time for that adjustment to be made.

2.2.7 The adjustment will be provided by the University within a reasonable time frame.

#### 2.3 Support Services

2.3.1 The University will take reasonable steps to ensure that all students will be able to use student support services on the same basis and without experiencing discrimination regardless of disability.

2.3.2 The University will provide specialised support services for students with disability and advertise the availability of these services widely.

#### 2.4 Curtin Access Plan (CAP)

2.4.1 A CAP is the official communication document used by Disability Services to recommend reasonable adjustments for students with disability.

2.4.2 A CAP is developed by Disability Services with the student, and relates to all aspects of study, including coursework, research, fieldwork and assessment.

2.4.3 A CAP is valid for a specified period of time and is reviewed and/or updated as required.

- 2.4.4 A CAP is distributed to relevant academic staff by the student or by Disability Services on request by the student.
- 2.4.5 The school/faculty is responsible for confidential storage of CAPs and any documentation from a health practitioner if provided by the student.
- 2.4.6 Confidential information provided to the University will only be disclosed for the purposes of making reasonable adjustments, or in accordance with University policy or a lawful requirement.

## **2.5 Health Practitioner documentation**

- 2.5.1 Students who request a reasonable adjustment are required to provide supporting documentation to verify the disability and the functional outcomes of the disability from their health practitioner. If the disability and functional outcomes are obvious, discretion may be used when requesting documentation.
- 2.5.2 Students who are carers of a person with disability will provide evidence of their relationship with that person and their carer status in addition to health practitioner documentation verifying the disability of the individual they care for in accordance with 2.5.3 to 2.5.7.
- 2.5.3 The student is required to provide documentation at the time of initial request or immediately thereafter. Disability Services will make a final determination of whether the health practitioner documentation is acceptable.
- 2.5.4 Documentation from overseas health practitioners will be provided in English. Students may be required to be re-assessed by a health professional whose qualifications are recognised in Australia.
- 2.5.5 The University will accept documentation from qualified and relevant health practitioners including general medical practitioners, medical specialists, psychologists, occupational therapists, physiotherapists, speech pathologists, social workers, optometrists, and audiologists.
- 2.5.6 Acceptable documentation for Specific Learning Disabilities is as follows;
  - i. A Psychologist (preferably with educational and/or developmental training) in the identification of Dyslexia, Language-based Dysgraphia or Dyscalculia;
  - ii. an Occupational Therapist in the diagnosis of Motor-based Dysgraphia or Developmental Coordination Disorder; or,
  - iii. a Speech Pathologist for difficulties related to Specific Language Impairments or Childhood Apraxia of Speech
- 2.5.7 The currency of the documentation applies as follows:
  - a) For a temporary condition, current documentation is required and updated as determined by the Disability Services and/or information provided by the health practitioner.
  - b) For a permanent condition, documentation is required upon the initial request for an adjustment; and thereafter only if there is a change in the condition; or additional adjustments are requested.
  - c) For a Specific Learning Disability, documentation will comply with the following:
    - i. If the assessment was conducted after the age of 16 years then it is valid for the duration of studies
    - ii. If the assessment was conducted prior to the age of 16 years it should be no more than 3 years since the date of assessment. A reassessment may be required at the discretion of Disability Services.
- 2.5.8 Health practitioner documentation will be stored securely and confidentially in accordance with University policies and procedures.
- 2.5.9 Students may present a statement from Disability Services to the faculty in lieu of health practitioner documentation, provided this statement includes sufficient information for the good management of the matter.

### 3. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

#### **Carer of a person with disability**

Carer is an individual as defined in the [Carer's Recognition Act 2010](#)

#### **Inherent Requirements**

The academic requirements of the course or program, and other requirements or components that are inherent in or essential to its nature. (AHRC website and otherwise as defined in the Disability Discrimination Act 1992 Section 21A).

#### **Reasonable Adjustment**

A measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students. An adjustment is reasonable if it achieves this purpose while taking into account the student's learning needs and balancing the interests of all parties affected, including those of the student with the disability, the education provider, staff and other students (and otherwise as defined in Disability Standards for Education, Sections 3.3, 3.4).

#### **Unjustifiable Hardship**

In determining whether 'unjustifiable hardship' applies, all relevant circumstances of the particular case will be taken into account, including: the nature of the benefit or detriment to all persons concerned, the disability of the person and the financial circumstances of the provider (and otherwise as defined in the Disability Discrimination Act 1992 Section 11).

### 4. OTHER RELEVANT DOCUMENTS/LINKS

[Carer Recognition Act 2010](#)

[Disability Discrimination Act \(1992\)](#)

[Disability Standards for Education 2005](#)

[Disability \(Access to Premises – Buildings\) Standards 2010](#)

[Disability Services Act 1993 \(WA\), amended 2004](#)

[Disability Access and Inclusion Plan \(DAIP\) 2012 - 2017](#)

[Diversity and Inclusion Policy](#)

[Disclosure of Personal Information Procedures](#)

[Records and Information Management Policy](#)

[Records and Information Management Procedures](#)

[Information Security Classification Policy and Procedures](#)

[Curtin University Privacy Statement](#)

[Students with Disability Policy](#)

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**REVISION HISTORY**

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