

Preparing Students with a Disability for Study at CIT

CIT is committed to providing suitable and reasonable adjustments to support students with disabilities including health/medical conditions. Reasonable adjustments are based on individual support needs and are designed to enable students with a disability to participate in education on the same basis as other students.

What kind of support is available?

To access reasonable adjustments at CIT you must register with CIT Disability Support.

Education Advisors for students with disability can assist in arranging the following:

- > Registration appointments for support
- > Access Plan to inform teachers of reasonable adjustment needs
- > Assistance to make informed choices about a study plan
- > Assessment support
- > AUSLAN interpreters
- > Extra tutorial support
- > Individual assistance for students on the Autism Spectrum
- > Advice on assistive technology
- > Advocacy for students with a disability
- > Advice to teaching staff on implementing reasonable adjustment

What are some examples of reasonable adjustments?

Reasonable adjustments are identified based on the individual student's needs. They might include, but are not limited to:

- > Additional time for exams and assessments
- > Digital copies of course materials
- > Assistive technology advice, such as text-to-speech or magnifier software
- > Reading or scribing services for exams
- > Additional breaks during classes
- > Alternative assessment arrangements, depending on core requirements
- > Adjustments for students with sensory disability such as vision or hearing impairment

Is evidence of a disability, psychosocial disability, or medical condition required?

Yes. Students who require reasonable adjustments need to provide evidence of a diagnosed condition.

Evidence can take many forms but needs to be from a medical practitioner. Forms of evidence may include:

- > A letter from the student's GP, psychologist, or other medical practitioner
- > A diagnostic report from a medical practitioner
- > A letter or report from an Allied Health Professional. For example, a physiotherapist, speech therapist, or occupational therapist.

Evidence that is not accepted includes:

- > An ILP, report, or similar document from the student's school
- > Letters or documents from non-medical personnel
- > Letters or documents from Allied Health Assistants
- > Letters or documents from disability support agencies or a support worker
- > Verbal disclosure of a disability

When should students register for disability support?

Students are encouraged to register for support before enrolling in their course, or as soon as possible after enrolment. This is so that CIT can implement the adjustments and supports in time for the student to start classes.

How is support at CIT different to school?

- > CIT is a vocational education setting. Students study courses to prepare them for the workforce or to develop their current skills further.
- > CIT does not have learning support assistants in classrooms.
- > Students can bring a support worker in exceptional circumstances, for non-academic support such as personal care and physical assistance.
- > Students are expected to have the cognitive capacity and the literacy and numeracy levels for the course they wish to study. Students may be required to demonstrate literacy and numeracy skills – see the Literacy Skills Information for your chosen course.
- > The majority of our students are over 18 and we communicate directly with students. We cannot communicate with parents and other parties without consent and it is expected that the student will be involved in all discussions about their studies. There is an online form for students to give consent for contact with third parties. Contact with third parties will not replace the student in any decision making or decisions about their study.
- > Digital literacy skills are required, including the ability to use Microsoft packages. All CIT students use eLearn, our learning management system. Different courses will also have their preferred software packages.
- > CIT delivers nationally recognised training packages and all courses have core requirements. The content of the packages cannot be modified. Students are expected to demonstrate that they can independently meet core requirements, with reasonable adjustments if needed.
- > Sometimes reasonable adjustments cannot be made if the core skills of the training package do not allow for it. Core skills can include physical tasks, such as cutting hair, or demonstrating the ability to work with others in small groups and teams.

- > Many students at CIT have an Access Plan for reasonable adjustment. Students are expected to be proactive in contacting Student Support if updates to their Access Plan is needed, exam support is required, or extra tutorial assistance is needed.
- > Between classes, students are not supervised and are free to leave the campus if they wish. It is the student's responsibility to attend class on time, communicate with their teacher, and manage their study load.
- > A general guide for completing assignments is that for every hour of class time, the equivalent amount of time should be allocated for independent study.
- > Classes may be delivered online, flexibly, or face-to-face. Sometimes a unit may be delivered as a combination of these three modes.
- > Some courses have specific entry requirements and students may need to provide evidence prior to enrolling. Pre-requisites may include particular skills, knowledge, or qualifications. Students should check their course information page prior to enrolling.

Can students bring a support worker to CIT?

Yes. Students sometimes bring external support workers to CIT for non-academic support such as personal care and physical assistance. CIT does not provide support workers or learning support assistants. Support workers cannot adjust, adapt, or complete class content for the student. If a student is intending to bring a support worker to CIT, they need to contact Student Support as there is a registration process to complete that includes a Working with Vulnerable People verification.

Can students bring support animals to CIT?

Yes. Students can bring support animals to CIT in some circumstances. Students wishing to bring their assistance animals to CIT need to contact the Campus Manager on the campus of study and provide evidence that the animal has been trained through a registered organisation; e.g. Mind Dogs Australia or Assistance Dogs Australia. Students with guide dogs are exempt from this requirement.

How do students contact an Education Advisor - Disability to register for support?

Students can phone CIT Student Support on 6207 3290 to make an appointment, or email at CIT.Student.Support@cit.edu.au.

All CIT Student Support services are free and confidential.