

Access and Inclusion Support Policy

Policy Category	Corporate		
Policy Owner	General Manager IGI		
Responsible for Implementation	Registrar		
Review Date (2 years)	October 2025		
Relevant to	IGI Students		
Related Documents	Diversity, Equity and Inclusion Policy Student Code of Conduct Privacy Policy Complaints and Appeals Policy		
Version	Authorised by	Approval Date	Effective date
1.1	General Manager IGI	1 Oct 2023	1 Oct 2023

1. Purpose

The Access and Inclusion Support Policy outlines the International Graduate Institute's (IGI)'s provision of a virtual or physical, social learning environment experience for students with a Disability on the same basis as for other students, in an environment free from discrimination or harassment.

This Policy identifies the rights and responsibilities of IGI staff and students in relation to:

- a) Students with a Disability
- b) Students who have an Associate with a Disability
- c) How IGI will apply the principle of Reasonable Adjustment to ensure fair and inclusive treatment for students with a Disability.

2. Definitions

Definitions	
Adjustment	means actions taken to assist a student with a Disability. An Adjustment can be administrative, environmental, or procedural alterations in the learning environment, which removes barriers for a student with a Disability so they can successfully complete the course they are enrolled in.
Associate	means the support given to a person with a Disability who may or may not be a student at IGI but may include, but is not limited to: <ol style="list-style-type: none"> a) a spouse of the person; or b) another person who is living with the person on a genuine domestic basis; or c) a relative of the person; or d) a carer of the person; or e) other groups as identified in the <u>Disability Discrimination Act 1992</u>

Definitions	
Disability	<p>Disability is defined under the <u>Disability Discrimination Act 1992</u> as any physical, sensory, neurological, intellectual, psychiatric, or learning disability in relation to a person and includes:</p> <ol style="list-style-type: none"> a) total or partial loss of the person's bodily or mental functions; or b) total or partial loss of a part of the body; or the presence in the body of organisms causing disease or illness; or c) the presence in the body of organisms capable of causing disease or illness; or d) the malfunction, malformation, or disfigurement of a part of the person's body; or e) a disorder, illness, or disease that affects a person's thought processes, perception of reality, emotions, or judgment or that results in disturbed behaviour. <p>And includes a Disability that:</p> <ul style="list-style-type: none"> • presently exists; or • previously existed but no longer exists; or • may exist in the future (including because of a genetic predisposition to that disability).
Academic Access Plan	means a student-centred plan that sets out the academic, assessment, resource centre, security, and information technology requirements the student will need whilst studying at IGI.
Reasonable Adjustment	Reasonable means an Adjustment implemented that is reasonable in relation to a student with a Disability or an Associate and includes the health and safety of all parties affected.

3. Scope

This Policy applies to all prospective and current IGI students.

4. Policy

- 4.1 IGI supports the inclusion of people with disabilities in all aspects of its community and affords individuals the right to study or work equitably in an environment free of harassment and discrimination.
- 4.2 Students will not be disadvantaged due to a Disability, and Reasonable Adjustments to allow access to courses, services, and facilities on the same basis as others will be made where possible.
- 4.3 While individuals may disclose a Disability and discuss support needs with IGI at any time, they are encouraged to do so during the admissions, enrolment, or recruitment processes to ensure that support and allocation of resources can be made promptly. Disclosure of a Disability is entirely voluntary.
- 4.4 For students, reasonable and appropriate teaching strategies and methods will be implemented without compromising the essential content of a course or the requirement to demonstrate essential skills or knowledge.
- 4.5 IGI is not obliged to provide an adjustment that would impose unjustifiable hardship, compromise the inherent requirements or academic standards of a course, or compromise the welfare of the individual or others.
- 4.6 The physical environment of buildings, facilities, and grounds will be accessible where reasonably possible (subject to financial implications).

- 4.7 Individuals with a Disability will have access to support services and resources throughout the duration of their course.
- 4.8 All personal information will be handled confidentially in accordance with the IHSTS Privacy Policy.

5. Responsibilities

5.1 Student Responsibility and Disclosure

- 5.1.1. All prospective students of IGI are required to ensure they are familiar with the requirements of their chosen course and any eligibility criteria for registration with a professional registration board, if applicable, before completing their enrolment.
- 5.1.2. Any IGI prospective or current student with a Disability is encouraged to disclose the nature and extent of the Disability to the Registrar and identify how it will impact their ability to access course learning resources, learning environments required to complete the course successfully, and units they are or will be enrolled in.
- 5.1.3. The information provided to the Registrar will not be disclosed to other students or staff members unless
- Unless IGI has concerns regarding the health and safety of the student or other persons, or
 - The student gives consent, or
 - The disclosure of the information is required by law, or
 - IGI needs to obtain legal advice.
- 5.1.4. Any student who believes they require Reasonable Adjustments to be made to their academic study must disclose the nature of their impairment and/or medical condition and provide appropriate supporting documentation.
- 5.1.5. Once all the required supporting evidence has been received, the Registrar will develop an Academic Access Plan for any student who has disclosed their Disability. Students will need to provide consent for the Academic Access Plan to be shared with the appropriate IGI staff.
- 5.1.6. Students are responsible for ongoing communicating with the Registrar so that the effectiveness of the adjustments can be reviewed and, if required, amended to ensure the student can successfully complete their study course.

5.2 Making Reasonable Adjustments

- 5.2.1. IGI will provide Reasonable Adjustments to students with Disability, and the following will be considered to determine the appropriate adjustments to be made:
- the student's Disability
 - the effect of the proposed Adjustment on the student, including the effect on the student's
 - ability to achieve the course learning outcomes
 - the ability to participate in the units and course, and
 - the student's independence.
 - the effect of the proposed Adjustment on anyone else affected (staff, other students)
 - the impact on any course requirements, and
 - the costs and benefits of implementing the proposed Adjustment.

5.3 Evidence

- 5.3.1. To assist IGI in determining the most appropriate Reasonable Adjustments, the student seeking Adjustments must provide supporting documentation regarding the nature and impact of their Disability within the IGI learning environment. The evidence provided must:
- identify and describe the Disability
 - Explain the severity and impact of the Disability

- c) Identifies how the Disability adversely impacts the student’s ability to undertake academic study, and
 - d) Identify whether the Disability is temporary, permanent, unchanging, and likely to fluctuate over time.
- 5.3.2. IGI will not be able to assess or provide Reasonable Adjustment if the Student has not provided supporting evidence.

5.4 Work Health and Safety

- 5.4.1. IGI acknowledges its obligations and responsibilities under the Work Health and Safety Act 2011, and all students with a Disability must meet work health and safety requirements when participating in any IGI activity.

5.5 Complaints

- 5.5.1. IGI will support individuals with a Disability to exercise their rights and responsibilities in relation to inclusion and equity. Students who experience discrimination or harassment or are dissatisfied with the outcome of their application for Reasonable Adjustment, are encouraged to lodge a formal complaint in accordance with the Complaints and Appeals Policy.
- 5.5.2. Complaints may also be made externally to the Anti-Discrimination Board of NSW.
- 5.5.3. Unlawful discrimination, bullying, or victimisation of individuals with a Disability will not be tolerated and will be considered a breach of the IGI Student Code of Conduct Policy.

6. References

- Disability Discrimination Act 1992
- The Disability Standards for Education 2005
- Disability Inclusion Act 2014
- Anti-Discrimination Act 1977 (NSW)
- Work Health and Safety Act 2011
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)

7. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and minor amendments	All