

Accessibility Policy



Institute of Health &
Management Pty. Ltd.

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www.ihm.edu.au



SECTION 1

Purpose

1. This policy describes the Institute of Health & Management's (IHM's) principles to provide a framework for the delivery of learning and teaching practices, including the provision of services and support, to ensure that all students with a disability can enjoy the benefits of education in an enabling and supportive environment.
2. The purpose of this Policy is to:
 - a) Create an educational and training environment at the Institute of Health & Management (IHM) free from discrimination and which recognises and positively promotes the equal opportunity of students with a disability,
 - b) Ensure that IHM students with a disability are aware of their rights with respect to equal opportunity and access to education,
 - c) Articulate an effective policy for dealing with complaints relating to any failure to provide students with disabilities equal opportunity with respect to access to education at IHM,
 - d) Encourage the reporting of behaviour that breaches this policy, and
 - e) Ensure that students with a disability are given the greatest possible opportunity to participate in study and work.

Scope

3. This Policy applies to all current and prospective students.

IHM Obligations

4. The Disability Standards for Education 2005 clarify the obligations of education services providers such as IHM with respect to how education services and facilities are to be made accessible to students with disabilities. The Standards require IHM to take reasonable steps, including consultation about reasonable adjustments, to ensure that students with disabilities are able to undertake the following on the same basis as students without disabilities and without experiencing discrimination:
 - a) Enrolment,
 - b) Participation,
 - c) Curriculum development, accreditation and delivery,
 - d) Student support services, and
 - e) Elimination of harassment and victimisation.

Definitions

5. The following definitions have their meaning as spelt out below:
 - a) **Disability** - The Commonwealth Disability Discrimination Act (1992) (DDA) defines "Disability" as:
 - a. Total or partial loss of a person's bodily or mental functions; or
 - b. Total or partial loss of a part of the body; or
 - c. The presence in the body or organisms causing disease or illness; or

- d. The presence in the body or organisms capable of causing disease or illness; or the malfunction, malformation or disfigurement of a part of the person's body; or
 - e. A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and includes a disability which presently exists; or previously existed but no longer exists; or may exist in the future; or is imputed to a person.
- b) **Disability Discrimination** - Is defined within the Commonwealth Disability Discrimination Act 1992 as when someone with a disability is treated less favourably than someone without a disability. Disability discrimination also occurs when people are treated less fairly because they are relatives, friends, carers, co-workers or associates of a person with a disability. Discrimination also exists where there is a condition or requirement imposed, which may be the same for everyone, but which unfairly excludes or disadvantages people with a disability (for example in employment and education.) Discrimination is illegal not just during working attendance hours, but also illegal in any other work or study related contexts, including conferences, work functions, business trips, excursions, office parties, work or practical placements, work experience or field trips. Different treatment of people with a disability is not unlawful discrimination where it is reasonably intended to ensure that they have equal opportunities or to meet their special needs.

Suite documents

6. This Policy is linked to the following procedures:
- a) Accessibility Procedure
 - b) See also Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

7. **Enrolment**
- a) Prospective students applying to study at IHM will not be discriminated against based on their disability.
 - b) Admission to courses is subject to students meeting the entry requirements applicable to all students.
 - c) Students are encouraged to discuss with IHM any 'special needs' and/or 'reasonable adjustments' to the study environment that they consider necessary or would assist them in their studies.
 - d) IHM undertakes to assist and support students who disclose the nature of their disability and seek appropriate support.
 - e) Courses that include a clinical component are subject to the policies of the relevant workplaces in which clinical placements are undertaken. This may exclude students with disabilities from enrolling in certain courses.
 - f) All students are provided with this information prior to enrolling in a course of study.

8. Participation

For students with disabilities IHM will take the necessary steps and make reasonable adjustments to ensure equal access to services and participation in IHM life.

9. Curriculum Development, Accreditation and Delivery

- a) IHM endeavours to deliver programs in a manner that ensures that students with disabilities can
- b) participate in the learning experiences on the same basis as any other student.
- c) Reasonable adjustments will be made when necessary to accommodate students with disabilities to meet the inherent requirements and educational standards relevant to their course of study.
- d) IHM will ensure that inherent professional body/board requirements relating to placements and
- e) student selections are met by students with disabilities.

10. Reasonable adjustment in teaching, assessment, and examination

- a) IHM will make adjustments to be provided in relation to teaching practices, assessments and
- b) examinations for students with disabilities (including students with chronic medical conditions), to provide equitable opportunities for them to demonstrate their knowledge and competency for assessment purposes. Examples of appropriate adjustment includes but are not limited to lectures which make use to formats and approaches suitable for students with vision or hearing impairments.
- c) Individual exam conditions such as scribes, extra time or enlarged print papers, alternative forms of assessments such as oral exams, appropriate adjustment to clinical placement and practicum according to the nature of the disability.
- d) Alternate arrangements for examinations will be recommended and instituted after considering standard reasonable practices outlined in the IHM Accessibility Procedure.
- e) The adjustments include:
 - a. Granting time extensions
 - b. Using assistive technology
 - c. Using a separate room
 - d. Using an ergonomic chair
 - e. Allowing alternative formatting of examination papers
 - f. Negotiating alternative equivalent assessment task/s

11. Student Support Services

- a) Students can access a range of support at IHM to assist with personal and study-related issues including counselling, study skills and course advice.
- b) In addition to these services, the nominated person can assist students who identifies as having a disability. Students may be required to provide suitable evidence of the nature and extent of their disability so that appropriate support provisions may be negotiated and/or arranged.

12. Physical access

- a) IHM is committed to ensuring that all campus buildings and facilities are accessible to students, staff and the wider community.
- b) IHM will achieve this through continuous improvements to the physical access of existing buildings and facilities and ensuring that new buildings are accessible and compliant with the

most current version of the access to premises standards and be consistent with the requirements of the [Disability Discrimination Act 1992](#)

13. Elimination of harassment and victimisation

IHM is committed to providing educational and other services free from discrimination, harassment and/or victimisation as covered in IHM’s Access and Equity Policy.

SECTION 3

Associated information

Related Internal Documents	Accessibility Procedure Access and Equity Policy Access and Equity Procedure Student Selection and Admission Policy Student Selection and Admission Procedure Complaints and Appeals Policy Complaints and Appeals Procedure Learning and Teaching Policy Learning and Teaching Procedure Student Support and Advocacy Services Policy Student Support and Advocacy Services Policy
Related Legislation, Standards, and Codes	Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 TEQSA Guidance Notes: Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Disability Discrimination Act (1992) Disability Standards for Education 2005
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Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
	7/01/2021	Policy and Procedure are separated into two documents Added version number Minor editorial changes Amended by the Learning and Teaching Committee at its meeting in December 2020 and feedback incorporated by the Director, Quality Assurance Version 3 approved by Academic Board in February 2021