



Australian Institute of  
Technology Transfer



## **AITT Company Procedure**

### **Developing and Delivering Individual Supports v1.1**

AITT RTO [50834](#)

Jan 2025

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# 1. Disability Access

**Effective Date: May 2026**

**Next Review: May 2027**

**Version: 1.1**

**Applies to: All students enrolled in Skills SA-subsidised training programs**

## a) Purpose

This procedure outlines AITT's commitment to ensuring equitable access and inclusive education for students with disability and additional learning needs. It supports compliance with the Disability Discrimination Act 1992, Disability Standards for Education 2005, and Skills SA Support Standard 4. This procedure establishes processes for identifying, implementing, documenting, and monitoring reasonable adjustments and support strategies that enable students to participate in training on an equitable basis.

## b) Scope

This procedure applies to all students enrolled in South Australian government-subsidised training delivered by AITT. It includes school-based learners, adult learners, career transitioners, and those undertaking training as part of workforce development or re-skilling initiatives. Specific attention is paid to priority equity groups including Aboriginal and Torres Strait Islander students, students with disability, students with learning difficulties, and those experiencing socioeconomic or geographic disadvantage.

## c) Roles and Responsibilities

The following roles and responsibilities apply to AITT's procedure.

| Role                          | Responsibility                                                                                                            |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| AITT Administration           | Maintain records of adjustments, referrals, and student support documentation                                             |
| Senior Trainers and Assessors | Identify support requirements, implement reasonable adjustments, monitor effectiveness, and maintain assessment integrity |
| Student Support Officer       | Coordinate support services and facilitate external referrals                                                             |
| Compliance Officer            | Monitor compliance with legislative and Skills SA requirements                                                            |
| CEO and Directors             | Ensure adequate resources and oversight of disability support arrangements                                                |

## d) Procedure

### Staff Training and Awareness

- All new staff receive training on the Disability Discrimination Act and the Disability Standards for Education during induction.

- Ongoing PD sessions reinforce inclusive practices and staff responsibilities annually

### **Student Disability Disclosure Identification of Needs**

- Students are informed at enrolment and orientation that they can disclose disability-related needs confidentially.
- Canvas LMS (digital signboards) and printed guides clearly state who to contact for disability-related matters.
- Students are encouraged to self-disclose disabilities up front to trainers or support staff through various channels including email, phone, Zoom, or in person.
- Support needs may be identified through:
  - o self-disclosure
  - o UAN findings
  - o trainer observations
  - o student feedback
  - o referral from support staff
- Students are not required to disclose a formal diagnosis for support needs to be considered.
- Students are encouraged to discuss any barriers that may affect participation or learning.

### **Plan Reasonable Adjustments**

- If a student discloses a disability, trainers and the Student Support Administrator work with the student to co-design a support plan.
- Adjustments may include extra time, physical aids, digital enhancements, flexible delivery, or alternate assessments.
- Supports prescribed through UAN findings or support plans must also be incorporated where appropriate.
- If the support need is beyond AITT's scope, the student is referred to a specialised provider with their consent.

### **UAN Modifications and Accessibility Requirements**

- Reasonable adjustments implemented by AITT are distinct from formal UAN modifications.
- Any modification to Skills SA prescribed UAN requirements requiring variation from standard assessment processes must receive written Skills SA approval before implementation.
- Evidence of approved modifications must be retained in student records.

### **Documentation and Confidentiality**

- All agreed adjustments are documented in a secure area of Canvas LMS and against the student record / file.
- Access to documentation is limited to authorised staff to ensure confidentiality.

### **Deliver, Monitor and Adjust Supports**

- Trainers check in regularly with the student to confirm that supports are effective and make adjustments as required.

- Referrals to external services are tracked to ensure they are accessed and student outcomes are supported.
- All actions are reviewed as part of the student progress review cycle.

### e) Next Review Date

This policy requires reviewing annually by the CEO.

**Next review date: May 2027**

#### Document Approval

|                |                                                                                   |
|----------------|-----------------------------------------------------------------------------------|
| Policy Title   | Disability Access                                                                 |
| Policy Owner   | CEO – Hanif Kuthubutheen                                                          |
| Policy Version | 1.1                                                                               |
| Approval Date  | May 2026                                                                          |
| Review Date    | May 2027                                                                          |
| Approved By    | CEO – Australian Institute of Technology Transfer (AITT)                          |
| Signature      |  |
|                | Hanif Kuthubutheen                                                                |
|                | Chief Executive Officer                                                           |
|                | AITT                                                                              |