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Reasonable Adjustment Form

MiTraining will take all reasonable steps to ensure that required adjustments are made to aid a student’s learning which may include, but is not limited to, modification to delivery and assessment materials in accordance with the Reasonable Adjustment Policy.

This form is to be completed by the trainer and assessor to recommend appropriate strategies for reasonable adjustment.

Key conditions for reasonable adjustment requests are:

* Students with carer responsibilities, cultural or religious obligations, English as a second language, disability or any form of learning difficulty can request reasonable adjustments to be made to the delivery of material and the associated assessment requirements of a unit of competency
* Academic standards of the unit of competency will not be lowered to accommodate the needs of an individual student however, there is a requirement to be flexible with the way in which it is delivered or assessed
* The Disability Standards for Education requires education providers to take reasonable steps to enable the student that requires any reasonable adjustment to be made to participate in education on the same basis as a student without this requirement
* Applications for reasonable adjustment must be approved by the RTO General Manager

Please return the completed form, together with additional supporting documentation, to [support@mitraining.edu.au](mailto:support@mitraining.edu.au).

# enrolment details

|  |  |
| --- | --- |
| Course Code/Title |  |
| Unit Code/Title |  |
| Student Name |  |
| Trainer and Assessor Name |  |

# reasonable adjustment strategies

|  |  |  |
| --- | --- | --- |
| Category | Possible Issue | Strategy |
| LLN | Speaking  Reading  Writing  Numeracy  Confidence | Verbal assessment  Presentations  Demonstration of a skill  Use of diagrams  Use of supporting documents e.g. wordlists  Explore understanding of concepts and practical application  through oral assessment  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| Non-English  Speaking  Background | Speaking  Reading  Writing  Cultural  Background  Confidence | Verbal assessment  Discuss with the student whether LLN are likely to impact the  assessment process  Use methods that do not require a higher level of language or  literacy than is required to perform the assessment task  Use short sentences that do not contain large amounts of  information  Clarify information by rephrasing and confirm understanding  Read any printed information to students  Use graphics, diagrams, pictures and colour coding instead of, or  to support, text  Offer to write down, or have someone else write, oral responses  given by the student  Ensure that sufficient time is provided to complete assessment  with consideration to the student’s needs  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Age | Educational  Background  Limited Study  Skills | Ensure font size isn’t too small  Refer to the student’s experience  Ensure that sufficient time is provided to complete assessment  with consideration to the student’s needs  Provide information or course materials in an accessible format  Change to course design e.g. substituting an assessment task  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Educational  Background | Reading  Writing  Numeracy  Limited Study  Skills | Discuss the student’s previous learning experience with them  Ensure learning and assessment methods meet the student’s  individual needs  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Disability | Speaking  Reading  Writing  Numeracy  Limited Study  Skills and/or  Learning  Strategies | Identify the issues and create a supportive environment  Ensure access to support that the student has agreed to  Provide information or course materials in an accessible format  Change to teaching practices (with reason and without affecting  other students)  Change to course design e.g. substituting an assessment task |

|  |
| --- |
| Please provide explanation of reasonable adjustment methods used and why (to be provided by the trainer) |
|  |
| General Manager Comments |
|  |

**Trainer and Assessor**

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name |  | | |
| Signature |  | Date |  |

**Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name |  | | |
| Signature |  | Date |  |

# MiTraining use only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evidence Submitted | | Yes  No | | |
| Approved | | Yes  No | | |
| General Manager Name |  | | | |
| Signature |  | | Date |  |