

MENZIES INSTITUTE OF TECHNOLOGY

POLICY SUMMARY FOR STUDENTS

MITP83 - Reasonable Adjustment Policy

VERSION: 9

LAST REVIEWED: 2025

NEXT REVIEW: 2028

PURPOSE OF THIS POLICY

This policy ensures that students with disability have equal access to training and assessment through reasonable adjustments. Reasonable adjustments are modifications to training delivery, assessment methods, or learning environments that enable you to demonstrate your skills and knowledge on an equal basis with other students. Adjustments maintain the integrity of the qualification and don't provide unfair advantage - they level the playing field.

KEY SECTIONS OF THE POLICY

1. What Are Reasonable Adjustments: Time adjustments (extended time for assessments, flexible deadlines, breaks during assessments). Format adjustments (alternative assessment formats, large print materials, audio recordings, digital submissions). Environmental adjustments (quiet assessment spaces, reduced distractions, specialized lighting, ergonomic furniture). Resource adjustments (assistive technology, note-taking support, modified equipment). Support adjustments (learning support, additional explanations, one-on-one assistance). 2. The Process: Disclose your needs during enrolment or at any time during your studies. Provide medical or specialist documentation. Complete MFT34 Reasonable Adjustment Strategy Form with Student Services. Adjustments approved by Student Administration Manager. Implementation across all classes and assessments. Regular review to ensure effectiveness. 3. Your Rights: Adjustments don't disadvantage you or other students. All information kept confidential. No discrimination based on disability. Appeals available if you disagree with decisions. 4. Responsibilities: You must disclose needs and provide documentation. Staff implement approved adjustments. Everyone maintains confidentiality.

KEY POINTS FOR STUDENTS

✓ Reasonable adjustments help you demonstrate your true skills and knowledge. ✓ Disclose your needs as early as possible - we can't help if we don't know. ✓ Bring medical or specialist reports to support your request. ✓ Adjustments are individualized to your specific needs. ✓ All information is kept strictly confidential. ✓ Adjustments maintain qualification integrity - you still meet all requirements. ✓ You can request adjustments at any time during your studies. ✓ Regular reviews ensure adjustments remain effective.

CONTACT INFORMATION

To request reasonable adjustments:

Student Services Officer: 1300 244 002, academics@menzies.vic.edu.au

Use form: MFT34 Reasonable Adjustment Strategy Form.

Related policies: MITP53 Fair Treatment, MITP28 Student Support Services, MITP13 Assessment Policy.

This is a summary only. The full policy contains detailed procedures and responsibilities. You can request the full policy from Student Services.