



## DISABILITY SUPPORT POLICY AND PROCEDURES

### Purpose

Lincoln Education Australia (LEA\*\*) is dedicated to ensuring that all students have an equal opportunity to fully participate in their education and succeed in their chosen course of study. Hence, LEA shall ensure that any student with disability is accommodated by establishing accessible facilities, infrastructure, course delivery and assessment methods, and organisational procedures.

This *Disability Support Policy and Procedures* outlines the measures in place at LEA to ensure accessibility of LEA courses and facilitate the academic success of any student with a disability who is studying at LEA. Measures are to be implemented in all areas of operation, including admissions and enrolment, student support, learning and teaching activities, and facilities and infrastructure.

\*\*The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

### POLICY

#### Scope

This policy applies to all operations at LEA, and prospective and current students with disabilities.

#### Principles

Upholding the following principles is a legal requirement for LEA under the Commonwealth Disability Discrimination Act, 1992.

LEA is dedicated to creating a supportive and inclusive learning and teaching environment that shall foster academic success for all students, including those with specific needs. To this end, LEA shall annually review all operations to ensure they are fully accessible to students with disabilities.

The findings of these reviews shall be used by the Corporate Governance Board to continually improve services offered to those students, and to inform admissions policies and processes.

Under the provisions of *LEA Anti-Discrimination Policy and Procedures*, LEA supports the rights of students with disabilities to be treated with respect and learn in a safe and



supportive environment. To this effect, LEA shall ensure that these rights of students are enshrined in all aspects of LEA's higher education operations and culture.

LEA shall ensure that all staff are trained to meet the needs of students with disabilities.

## PROCEDURES

### Admission and Enrolment

LEA provides extra support to applicants with disabilities, such as large print or audio facilities for those with visual disabilities, to ensure they have full access to the admissions process.

LEA shall establish an Accessibility Liaison Officer for applicants with disabilities to utilise at any point during the application process.

As with all applicants, LEA shall assure itself that applicants with disabilities have the capacity to complete the course with appropriate support provided by LEA.

Applicants who have disabilities shall be given a guaranteed a place in a LEA course if they meet the entry criteria.

LEA shall annually review admissions policies and processes to anticipate the needs of its student cohort, including students with disabilities.

### Student Support

LEA shall appoint an Accessibility Liaison Officer to support students with disabilities who are enrolled to study at LEA, responsible for ensuring that students' support needs are met, as well as adjusting measures in response to changing needs.

Orientation programs at LEA shall include information relevant to students with disabilities, ensuring that they are fully informed of the support available to them at LEA from the beginning of their course.

Information shall be presented in a way that is accessible to students with disabilities.

Students with disabilities shall have access to range of support services throughout their degree, including, but not limited to:

- Note-taking services;
- Academic assistances;
- Sign language interpreters; and,
- Personal readers.



## Teaching and Learning

The specific needs of students with disabilities shall be taken into account during development of new courses. Course proposals shall demonstrate accessibility measures in order to be approved. See also the *Course Development and Approval Policy and Procedures*.

Reasonable accessibility adjustments shall be made to learning and teaching activities and assessment strategies on a case-by-case basis.

## Facilities and Infrastructure

LEA shall ensure that all facilities and infrastructure are fully accessible to students with disabilities, including:

- Full wheelchair access;
- Signage in Braille for students with visual impairment;
- Enhanced acoustics for students with hearing impairment; and,
- Dedicated toilet and parking facilities.

This includes IT and library infrastructure. All online resources shall be fully accessible, which may be facilitated through personal readers or other adjustments determined on a case-by-case basis.

Accessibility to facilities and infrastructure shall be annually monitored and reviewed, ensuring that LEA remains up to date with best practice and the specific needs of each student with special needs.

Annual monitoring reports shall be submitted to the Corporate Governance Board and Academic Board by their delegations of authority. These reports shall identify:

- Students' use of disability services;
- Students' feedback about disability services;
- Strengths and weaknesses in LEA disability support services; and,
- Recommendations for improvement.

Changes shall be made in accordance with the limits of authority defined in the *Delegations Register*. Major changes shall be reviewed and approved by the Corporate Governance Board.

## Staff Training

Academic and support staff are to be provided with the required training through workshops and seminars to equip them with information and skills for respectively providing academic and non-academic support to students with disabilities studying at LEA.



## Compliance

All relevant staff and all prospective and current students at LEA are required to comply with this policy and its procedures, and with related policies and respective procedures. Non-compliance may result in a disciplinary action or withdrawal from these activities.

<b>File Number</b>	LEA-GEN-COR-70028-D
<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer</b>	Student Experience Manager
<b>Legislative Compliance</b>	<ul style="list-style-type: none"><li>• <i>Higher Education Standards Framework (Threshold Standards) 2015</i></li><li>• <i>Tertiary Education Quality and Standards Agency Act 2011</i></li><li>• <i>Commonwealth Disability Discrimination Act 1992 and all associated standards.</i></li></ul>
<b>Supporting Documents</b>	
<b>Related Documents</b>	<ul style="list-style-type: none"><li>• <i>Information for Students Policy and Procedures</i></li><li>• <i>Anti-Discrimination Policy and Procedures</i></li><li>• <i>Course Development and Approval Policy and Procedures</i></li><li>• <i>Student Learning Support Policy and Procedures</i></li><li>• <i>Equity and Diversity Policy and Procedures</i></li><li>• <i>Reasonable Adjustment Policy</i></li></ul>
<b>Superseded Documents</b>	
<b>Effective Date</b>	
<b>Next Review</b>	3 years from the effective date

## Definitions

**Academic Board:** Governing body responsible for academic matters, including teaching and learning, course approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes.

**Accessibility Liaison Officer:** Support staff officer appointed to provide information on a range of supports, access to relevant LEA student services and liaise between students and relevant LEA staff and external agencies.

**Corporate Governance Board:** Governing body responsible for oversight of all higher education operations, including the ongoing viability of LEA and the quality of its higher education delivery. The Corporate Governance Board guides Management and delegates responsibility for academic matters to the Academic Board.

**Full-time student:** Student enrolled with a full-time study load at LEA.

**Orientation:** On-campus scheduled program of activities prior to the beginning of each semester that provides students with opportunities to meet staff and other students, tour the



campus, enrol in academic workshops and seminars, engage in social activities, learn more about LEA and the services on offer, learn more about their rights and responsibilities as students, and access other important information.

**Part-time student:** Student enrolled with a part-time study load at LEA.

**Student with disability:** Student enrolled or interested in enrolling in a course of study with LEA who has a certified medical condition that may impairs their ability to succeed academically.

**Study load:** Number of subjects in which a student is enrolled in a semester.

## Review Schedule

This policy shall be reviewed by the Academic Board every three years.

Version History			
Version number:	Approved by:	Approval Date:	Revision Notes:
1.0	Academic Board	13/08/2020	New policy
1.1	Academic Board	22/02/2023	TEQSA and CRICOS requirements incorporated