

## DISABILITY POLICY AND PROCEDURE

<b>Responsible Officer</b>	Head of Student Experience and Success
<b>Approved by</b>	Board of Directors
<b>Approved</b>	21 February 2024
<b>Commenced</b>	21 February 2024
<b>Review by</b>	February 2027
<b>Relevant Legislation and Policies</b>	<a href="#">Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2019 (ESOS)</a> <a href="#">Higher Education Standard Framework 2021</a> <a href="#">Higher Education Support Act (HESA) 2003</a> <a href="#">National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code)</a> <a href="#">National Standards for Foundation Programs</a> <a href="#">Public Records Act 1973</a> <a href="#">State Records Act 1998</a> <a href="#">Tertiary Education Quality and Standards Agency Act 2011 (TEQSA)</a> <a href="#">Disability Discrimination Act 1992</a> <a href="#">Disability Standards for Education Act 2005</a> <a href="#">Health Records and Information Privacy Act 2002</a> <a href="#">Privacy Act 1988</a> <a href="#">Workplace Health and Safety Act 2011</a> <a href="#">The Health Records Act 2001 Victoria</a>
<b>Responsible Organisational Unit</b>	Student Experience & Success

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## 1. Policy Statement

### 1.1 Authority

**The Australian Institute of Music Limited (AIM), known as ‘the Institute’, is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB).** The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow ‘best practice’ principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

A current or prospective student, with a disability/medical condition, may request adjustments to complete their program of study, subject to the provisions outlined in this policy.

This policy outlines the rights and responsibilities of AIM students and staff in relation to:

- i. Students with a disability/medical condition
- ii. The Institutes application of ‘reasonable adjustments’ to ensure equitable treatment for students with a disability/medical condition.

### 1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

### 1.3 Purpose

The purpose of this policy is to provide current and future students who have a disability/medical condition the opportunity to participate fully in their educational, social, and emotional experience at AIM. This policy outlines the Institute’s commitment in providing an environment of dignity and respect; allowing equal opportunity for all students with a disability to access systems and learner resources and participate fully in their educational experience. For future students, this policy ensures that all applicants can seek admission to AIM on the same basis as those without a disability and without experiencing discrimination based on applicable reasonable adjustments being available during their course of study.

As part of the terms of this policy and procedure, staff and students must uphold an individual’s right to privacy and confidentiality when providing support services to future and current students with disability.

### 1.4 Scope and Coverage

This policy and procedure applies to future and current students and staff of AIM.

### 1.5 General Principles

1. Should a current student require support to complete their chosen program because of a disability/medical condition, they must identify that they have a disability/medical condition to the Head of Student Experience and Success (or delegate) via MyAIM.
2. Disclosure is a personal choice and is not compulsory. However, AIM is under no obligation, nor accepts any liability, where a student chooses not to disclose or where a student does not participate fully in the process of designing an Equal Opportunity Adjustment Program (EOAP) plan.

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3. If a student chooses to disclose that they have a disability or medical condition, they must provide signed documentation from a qualified health professional that verifies their condition and provides information as to how that disability or medical condition may affect the student's ability to complete their program of study. This documentation must state whether the condition is permanent/unchanging, temporary, or likely to change over time.
4. The Head of Student Experience and Success (or delegate) will organise for the student to meet with a member of the Wellbeing team to devise an EOAP plan. The student can bring a support person/advocate to this meeting if they would like to do so. This plan will detail what adjustments may be made for the student. This plan is to be mutually agreeable to both the student and AIM, and is to be reviewed annually, or if the student's circumstances change. Any support plan will ensure that the academic integrity of courses and programs offered is maintained to the appropriate standards, and that all OH&S requirements are met.
5. The EOAP must meet the criteria of being a *Reasonable Adjustment*, in that it does not provide an unfair or inequitable advantage to the student, does not place undue work and obligations on teaching staff, and does not comprise an *Unjustifiable Hardship* (as defined in the Disability Standards for Education Act section 10.2) on AIM in the provision of infrastructure and access.
6. The design principle of units of study will plan for equity of access to content, activities, lessons, and events to minimise the need to implement adjustments based on individual needs.
7. The development of an EOAP must include close consultation with the student and relevant support staff, including carers or parents with the student's permission. Any arrangement for a student under-18 must involve parental/carer approval.
8. All arrangements and communications regarding the student's condition must be treated with strict confidence, and on a 'need-to-know' basis. The Head of Student Experience and Success (or delegate) will only disclose the nature of a student's disability/medical condition if:
  - i. They have genuine concern about the immediate health and safety of the individual or others.
  - ii. The student with the disability/medical condition gives written permission for disclosure.
  - iii. There is a legal requirement for disclosure.
9. A student on an EOAP plan will need to provide medical documentation and have a meeting with the Head of Student Experience and Success (or delegate) on an annual basis to ensure the integrity of the plan and the suitability of the adjustments. A student on an EOAP plan whose disability/medical condition is noted as 'permanent/unchanging' in their original document, will not be required to provide annual medical documentation but will still be required to have an annual meeting to reflect on the suitability of their EOAP plan to their needs.
10. Any grievances and/or complaints related to EOAP plans are required to follow AIM's Student Grievances and Complaints Policy and Procedure.

### 1.6 Support for staff in implementing EOAP plans

1. Teaching staff must be advised of the student's relevant adjustments and relevant requirements.
2. Staff must be provided with any assistance they require on implementing an EOAP plan.
3. Staff must have ready access to expert advice and support in handling EOAP plans through the Institute's Wellbeing team and/or Employee Assistance Program.
4. Staff must be provided with enough information about the student's disability/medical condition to enable the implementation of the EOAP.
5. Staff are not entitled to any details about the student's disability/medical condition outside these requirements unless there is a WH&S issue implicit.

### 1.7 Management

1. AIM will have a dedicated individualised emergency action plan for any student with a life-threatening, or serious mental health condition.

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## 1.8 External Activities and Work Integrated Learning Opportunities

1. Where a student with a disclosed disability or medical condition requests to undertake an external placement, AIM may require an WH&S risk assessment be undertaken before approving the placement. This safeguards both the student and the Institution.
2. Students on such placements, and their hosts, should have ready access to appropriate support, advice and guidance from AIM.
3. All such placements should have an agreed monitoring process by AIM.

## 2. Procedures

1. Student discloses they have a disability or medical condition via MyAIM.
2. Head of Student Experience and Success (or delegate) meets with the student to discuss what special adjustments may be necessary.
3. Student provides signed medical documentation as identified in the initial discussion.
4. The student and the Head of Student Experience and Success (or delegate) discuss and agree upon a detailed Equal Opportunity Adjustment Program plan (this may involve discussions with relevant teaching staff if required).
5. Should a student disagree with what is deemed to be a ‘reasonable adjustment’ that forms part of their EOAP plan; they should follow AIM’s Student Grievances and Complaints Policy and Procedure.
6. The EOAP plan will be placed on the student’s record with access granted only on a ‘needs to know’ basis.
7. Relevant teaching staff are advised of the requirements of the EOAP plan.
8. The EOAP plan is implemented and monitored by the Head of Student Experience and Success (or delegate).
9. The EOAP plan is adjusted as required each study period in consultation with the student and formally reviewed annual with updated signed medical documentation.

## 3. Accountabilities

### 3.1 Responsible Officer

- a. **Head of Student Experience and Success:** overall responsibility for this policy and procedure.

### 3.2 Contact Officer

- a. **Wellbeing team members** as directed by the Head of Student Experience and Success.

## 4. Supporting Information

### 4.1 Supporting Documents

- Equal Opportunity Adjustment Program plan
- Student Grievances and Complaints Policy and Procedure

### 4.2 Related Documents

- *Anti-Discrimination Policy and Procedure*

### 4.3 Superseded Documents

Nil

## 5. Definitions and Acronyms

Term/Acronym	Definition
AIM referred to as the ‘Institute’	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C

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<b>Academic</b>	Learning, teaching, assessment and research related matters including (but not limited to) eligibility for entry to a program of study, course design and delivery, student participation and attainment, attrition, retention, progression, completion, grade distribution, curriculum content and awards in a course of study.
<b>Disability</b>	The Commonwealth disability Discrimination Act (1992) defines “disability”, in relating to a person, as; <ol style="list-style-type: none"> <li>1. Total or partial loss of the person’s bodily or mental functions; or</li> <li>2. Total or partial loss of a part of the body; or</li> <li>3. The presence in the body of organisms causing disease or illness; or</li> <li>4. The presence in the body of organisms capable of causing disease or illness; or</li> <li>5. The malfunction, malformation or disfigurement of a part of the person’s body; or</li> <li>6. A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or</li> <li>7. 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 that:             <ul style="list-style-type: none"> <li>○ Presently exists; or</li> <li>○ Previously existed but no longer exists; of a genetic predisposition to that disability); or</li> <li>○ Is imputed to a person.</li> </ul> </li> </ol>
<b>Domestic student</b>	A student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).
<b>EAOP</b>	Equal Opportunity Adjustment Program plan
<b>International student</b>	A student who is not a domestic student, and who may hold a student visa and is protected by the ESOS legislative framework.
<b>Prospective Student</b>	Any person seeking to enrol in the Institute.
<b>Reasonable Adjustment</b>	A reasonable adjustment is a measure or action taken to ensure equal opportunity for people with a disability.
<b>Senior Academic</b>	<ul style="list-style-type: none"> <li>• Chief Academic Officer</li> <li>• Heads of Learning and Teaching</li> <li>• Associate Head(s) of Learning and Teaching</li> </ul>
<b>Staff</b>	Any person currently employed by the Institute.
<b>Student</b>	Any personal currently enrolled by the Institute.

### 6. Revision History

Version	Date Approved by Board of Directors	Review History	New Review Date
1.0	21 February 2024	New Policy	February 2027