

## **Disability Support - Disclosure of Information by Students with a Disability or Illness**

**PURPOSE** - To set out the principles, processes and procedures for disclosure to Community College - Northern Inland Inc. of the effects of disabilities, and to clarify rights and responsibilities associated with the disclosure of information regarding a person's disability

**RELEVANT TO-** All Staff & Students

### **RELATED POLICIES**

- Equal Opportunity
- Discrimination and Harassment Grievance
- Discrimination and Harassment Prevention

### **RELEVANT LEGISLATION (IF ANY)**

- Disability Discrimination Act (1992)
- Privacy Act 1988
- Human Rights and Equal Opportunity Commission Act 1986
- New South Wales, the Anti-Discrimination Act 1977
- Disability Standards for Education 2005

### **PRINCIPLES**

1. Community College - Northern Inland Inc. strongly supports the right of people with disabilities to be involved in education provided by us
2. Community College - Northern Inland Inc. will foster and encourage among our staff and student's positive, informed and unprejudiced attitudes towards people with disabilities and shall make provision, insofar as resources may reasonably permit, for any service needed by or for people with impairments.
3. Community College - Northern Inland Inc. will take positive steps to encourage people to seek admission to our courses regardless of impairment or disability and shall apply the principle of reasonable adjustment in providing access to any benefit provided, equivalent to its staff and students who do not have a disability.
4. Community College - Northern Inland Inc. recognises the right of students with disabilities to have reasonable adjustments made to academic policies, procedures and practices to address the effects of their disabilities.
5. Community College - Northern Inland Inc. acknowledges that information related to a person's disability provided to us is personal and private, and will respect the confidentiality of all such information.

### **PROCEDURES**

#### **Disclosure and Assessment**

1. Students who have an illness or disability and who require us to adjust a process, policy or procedure or wish us to provide equipment or other physical aids must disclose the nature and extent of the illness or disability ("the disability") to us at the time of enrolment.

2. Community College - Northern Inland Inc. will assess the nature and extent of the disability. To enable a full and proper assessment we may require the student to provide opinions from medical experts that describe the nature of the disability and address the extent to which that disability may impair the student's ability to undertake their studies at Community College - Northern Inland Inc. Community College - Northern Inland Inc. may seek its own medical advice if the medical information provided by the student is not satisfactory.

3. Community College - Northern Inland Inc. will provide support to students with disabilities and our staff are experienced in assessing the impact of disabilities on tertiary studies. In the first instance, apart from minor or temporary ailments (see section below) a student should approach the Manager/Coordinator and disclose the relevant details of their disability to the Manager/Coordinator

4. The Manager/Coordinator will discuss what the student any special requirements based on their disability to determine adjustments that may be reasonably required to enable that student to access all aspects of the course and facilities available at Community College - Northern Inland Inc.

### **Confidentiality**

5. Community College - Northern Inland Inc. understands the private nature of the information that may be disclosed by a student about their disability and will respect the privacy of that information. Community College - Northern Inland Inc. will not disclose that information to any person outside of the organisation without the specific written consent of the student, unless we consider that disclosure of the information is required to prevent or lessen a serious and imminent threat to the life or health of the student concerned or of another person.

6. The Manager/Coordinator will, where necessary, advise other members of staff of the existence and nature of a student's disability. This will only occur to enable those staff to assist in implementing any adjustments required to accommodate the student's disability.

### **Inherent Requirements of Course**

7. Where the effects of a student's disability may restrict their capacity to meet the inherent requirements of a course, for example, compulsory external clinical placements or particular health and safety requirements, the student should disclose their disability in accordance with this policy, preferably prior to enrolment or at the first opportunity if the disability occurs after enrolment.

Community College - Northern Inland Inc. will assess whether the student will be able to meet the inherent requirements of the proposed course. Students may be refused admission to a course, or their enrolment discontinued, if, even with adjustments, it is not possible to meet the inherent requirements of a course.

Where requested by the student, the Manager/Coordinator will assist the student to liaise with the course trainer/assessor and, where admission to the course is not possible, assist the student to obtain counselling on alternative courses or options that may be available to them.

### **Minor or Temporary Ailments**

8. For a short term illness or temporary disability, Community College - Northern Inland Inc. staff to whom the disability has been disclosed need to determine whether they have the authority and expertise to assist the student, and if not, should refer the student to the Manager/Coordinator.

9. For short term or minor adjustments (for example an extension to an assignment due to illness) the tutor may establish procedures within their area for the handling of this type of adjustment. Advice can be sought from the Manager/Coordinator on these issues should staff or students feel it appropriate to do so.