Disability Action Plan Checklist

A tool developed for
Private Registered Training Organisations

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What is a Disability Action Plan?

The *Disability Discrimination Act 2005* (DDA) makes it unlawful to discriminate in the provision of goods, services or facilities (including all services and facilities provided by tertiary education institutions) against people on the basis that they have, or may have, a disability. It also makes it unlawful to discriminate against a person on the basis that one of her or his associates has, or may have, a disability.

The DDA states that organisations may develop Action Plans to eliminate discriminatory practices and that these may be given to the Human Rights and Equal Opportunity Commission (HREOC).

An Action Plan is a strategy for changing those practices of tertiary education institutions which might result in discrimination (intentional or unintentional) against people with disabilities. An Action Plan will help your institution to identify these practices and offer a blue-print for change.

FIVE Standards are:

1. Enrolment
2. Participation
3. Curriculum Development and Assessment
4. Student Services
5. Harassment and Victimisation

Why have a DAP?

Benefits include
- Minimize discrimination and avoid complaints
- Meet service standards and guidelines
- Improve service for existing customers
- Encourage broader participation
- Maintain good Public Image
- Compliance

Content:

Objective;   **High level goal, affirmative action statement in present tense Refers to WHAT, Must be specific so can be easily measured.**

Action;   **Future tense, verb,**

    Refers to how

Timeline;   **Refers to when**

Account;   **Who**

Indicator;   **Where is evidence**

Pre- Workshop Tool

In order for the workshop to be of real value, we ask that participants come with knowledge about what Providers have or deliver already for students with special needs. These areas will help you better prepare for the workshops.

	Suggestions	What we currently deliver	What we plan to deliver	Need help Not sure
Access to Premises	Access to classroom, access to student services, clearly marked signage.			
Staff (including Communication & Attitudes issues)	Staff: attitudes, professional development for facilitators and trainers, equity staff member, teacher's aids			
Curriculum	Adapting assessments Regular PDs Flexible extensions Accessible format			
Resources & Publications	Resources: Advertising material, course information material, course requirements, access to curriculum, access to text books, access to internet, adaptive and assistive technology.			
Policies & Procedures (including Confidentiality)	Policies and Procedures: identification at enrolment, staff support, refund policies, medical certificates, grievance policy, critical incidents etc.			
Budget	Allocated specific funds? And who is in charge of maintaining strategic plan?			

1. Awareness and Training

Objective
1.1   Staff members are made aware of obligations under DDA
1.2   Inclusion and participation of students with a disability is actively promoted.

List of Possible Actions

- Distribute copy of DDA action plan to all staff
- Budget and organize disability awareness training for all staff
- Budget and provide resources for staff disability awareness training
- Make DAP available for prospective students to view
- Promote disability awareness in student induction manuals

2. Enrolment

Addresses barriers to entry requirements, applying and enrolling into a course

☐ **Course publication and advertising materials** are **in accessible format**
☐ **Course entry requirements clearly outlined**
☐ **Provision for students to disclose disability in enrolment form**
☐ **Enrolment information is passed to appropriate staff member as per confidentiality guidelines**
☐ **Provision for alternative formats for enrolment (online, paper form)**
☐ **Staff handling enrolment enquiries receives disability training**
☐ **Provision of disability clauses in all policies and procedures**
☐ **Premises are made accessible eg. Toilets, classrooms, labs.**

Objective

2.1 Students with a disability (SWD) are able to access course information on the same basis as a student without disabilities.
2.2 SWD can access enrolment application on the same basis as any other student
2.3 SWD have the opportunity to disclose during enrolment process
2.4 SWD who disclose can be assured of sensitivity, confidentiality & privacy.
2.5 SWD will be provided with support

List of possible actions
- Inform students that alternative formats are available
- Provide alternative modes for enrolment, course information, publications
- Train all staff about sensitive handling of student information with respect to disclosure and the right to confidentiality.
- Establish operational guidelines and procedures for administrative staff to promptly provide an accessible service
- Designate a suitable staff member to follow up on student support needs and amend and or amend job duties – job title.
- Provide training to staff to identify and encourage students who may have a disability to seek support.

3. Participation

☐   Access to premises including reception areas, classrooms, toilets, parking
☐   Awareness and implementation for usage of Adaptive Technology
☐   Other relevant resources
☐   Policy and Procedures for flexible delivery and assessment
☐   Provision of equity grants and scholarships

Objective
3.1   SWD is able to participate in all aspects of student life on the same basis as
       other
3.2   Access to premises and facilities are improved over a 10 year budget plan and in accordance to
       budget planning

List of possible actions
- Provision of extra curricula clubs and associations that promote diversity
- Undertake accessibility audit to identify areas for improvement
- Provide budget for a strategic plan of priority areas in accessibility audit
- Provide students useful information regarding access to adaptive technology, funding schemes, disabled parking permits.
- Ensure reasonable accommodations are made where possible with respect to lifts, alternative classroom arrangements and disabled parking tickets.
- Clear signage
- Provide accessible access to key facilities such as service desk and cafeteria.

4. Curriculum Development & Delivery

☐ Course material is made available in variety of formats for learners with print disabilities
☐ Provision of negotiable assessments or project type assessments
☐ Staff will receive training and have access to toolkits on inclusive teaching strategies, flexible assessments and flexible delivery modes

Objective
4.1 Inclusive teaching practices enhance accessibility for SWD and will maintain course integrity.
4.2 Course resources and study material are inclusive of all SWD
4.3 SWD are able to be assessed according to suitable course assessments

List of Possible Actions
- Course material will be available in a range of different formats
- Examinations and assessments will be negotiated where a PWD has individual needs
- Staff will be mentored and encouraged on inclusive teaching practices
- Trainers will be shown how to implement reasonable adjustments
- Students will be encouraged to negotiate reasonable adjustment directly with designated staff
- Students will be provided with access to complaints and grievances policies

5. Student Services

☐ Staff will receive professional development training
☐ Development of referral policy and procedures
☐ Specialized support services information
☐ Individual Learning Plans encompass reasonable adjustments
☐ Systems, Resources, Expertise
☐ Innovative projects that promote inclusive practice
    Eg. Australian Flexible Learning Framework

Objective

5.1   Staff are trained and aware of availability of support services inside and outside institute
5.2   Support staff are fully trained and available for SWD
5.3   Additional support needs (as negotiated) is provided for all SWD
5.4   A designated Student Support Officer or Support Services is accessible to all SWD
5.5   Additional support equipment and technology is provided where necessary

List of Possible Actions

- Employ adequate pool of support staff
- Provide PD sessions regularly
- Purchase, install and update adaptive equipment as required
- Annually review and update services, resources and capacity to provide disability support
- Seek and encourage professional development opportunities
- Disability awareness training
- Support students with mental health training
- Provide students with reasonable adjustments
- Work with disability support workers
- Note-taker training

6. Harassment and Victimisation

☐ Complaints and Grievance Procedures
☐ Critical Incidents
☐ EOC Policy and access to information
☐ Student Advocacy policy and procedures
☐ Duty of Care policy, procedures and training
☐ Student Confidentiality and Privacy policies and procedures
☐ Provision of Student Counseling for SWD
☐ Provision of Support Information Services made available in variety of formats eg. Student handbook

Objective

6.1 Equity and inclusion are promoted for the elimination of harassment and Victimisation
6.2 Information about equal opportunity is made available and accessible for PWD
6.3 Complaints of discrimination, harassment, and victimisation are handled efficiently and promptly.
6.4 Staff are trained on responsibilities under relevant legislation

List of possible actions

- Information about relevant equal opportunity legislation will be made available online
- Policies and procedures relevant to complaints and grievances will be clear and detailed for complaints for SWD
- Policy will be created on reasonable time frames for resolving grievances

7. Monitoring and Reviewing & Reporting

The following refers to some tips for ensuring that Disability Action Plans are operationalsied.

Objectives

- Implementation of Disability Action Plan will be part of core business strategy
- Review regularly and follow up on outstanding actions
- Collate data and measure the number of students with disabilities
- Report to the steering committee

List of possible Actions
- Collation of statistics and data relevant to SWD
- Provide opportunities for students to be engaged with process of implementing and evaluation of Action Plans
- Annual report for implementation of Disability Action Plan