



Reasonable Adjustment and Inclusive Training Policy and Procedure

CTAS Education is committed to recognising the diversity of learners, enabling all learners to access course content, fully participate in learning activities and demonstrate their knowledge and strengths at assessment. CTAS Education supports the diverse needs of our students to provide an equitable approach for the duration of the enrolled qualification.

CTAS Education ensure we have sufficient, accessible and suitably qualified trainers to deliver training and assessment, educational services, support services, learning resources and facilities to support, accommodate and enable learners to meet the requirements of their course.

Reasonable Adjustment

CTAS Education will make reasonable adjustments that does not:

- Impact on the integrity of the competency standards
- Impact on the learning or assessment of other students
- Impact on the RTO's viability
- Impose hardship on the learner.

And

- Meets the requirements of the learner.
- Can be applied within the industry workplace.

Disclosure of disability or ongoing ill health is the learner's choice and is not a requirement for engagement in the prospective qualification. If it has been identified upon enrolment that the student requires reasonable adjustment, a consultation and agreement about reasonable adjustment will take place between the learner and the Trainer/Assessor. The Trainer at this point may need to bring this information to the Management team at CTAS Education to be assessed and consider appropriate support services to enable the learner's progression.

CTAS Education offers reasonable adjustment on a case-by-case basis where necessary. Our adjustments are broken into Training delivery and Assessment.

Training delivery

- **Mode:** Our Learners have an assigned Trainer providing the training in the workplace. If a learner has a support plan or requires additional training or assistance, their Trainer will develop appropriate strategies and extra time to provide additional training through various methods and support via phone, Microsoft Teams or face to face.
- **Medium:** We use a Learning Management System (LMS) for assessments and course materials. If using Chrome, there is options for 'Text Translate' which can translate parts or the whole assessments to another language. There is also 'open dyslexic' which is an open-sourced font created to increase readability for readers with dyslexia. This extension overrides all fonts on web pages with the OpenDyslexic font, and formats pages to be more easily readable.

Learners are provided with eBooks' that can be used offline. This has specific programs such as enlarging fonts, read out loud functions and highlighting text.

Assessment

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Mode: Assessments are available digitally through our LMS. Learners are given access to all resources digitally. In the case of a learner who does not have digital accessibility, reasonable adjustment will be made where they will be provided with paper-based assessments.

- **Pace and pressure:** CTAS Education provides differing pace and pressure to each learner dependant on their needs. Trainers will use a training pathway with a guide and outline provided however, we recognise due to many diverse circumstances, each learner's pace will be different. Our Trainers will adjust accordingly.

CTAS Education will keep records for learners with a disability, additional needs or ongoing ill health. Trainers will complete Support Plans and determine reasonable adjustments based off each circumstance. Support Plans are reviewed after 3months to ensure the learner is progressing with the adjustments made and this will be documented within the learner's profile in the LMS.

Learning Resources

All learners are issued and have access to two eBooks per qualification through the LMS. Learners have the ability to access the eBooks 'offline', meaning they don't need to be connected to the internet.

Learners will also be provided with other reading materials, documents, resources, and videos to support their learning journey throughout their enrolled qualification through the LMS or from their assigned Trainer/Assessor. The resources used will be compliant with the requirements of the appropriate training package and will reflect current best practice, legislation, and standards.

CTAS Education Trainer/Assessors will conduct a resource and workplace assessment prior to the commencement of training within any given workplace and complete [Resource and Workplace Checklist V7 112023.docx](#). This assessment will assist in determining if learners will have access to the required resources and equipment either through the workplace or through CTAS Education that is outlined in each unit of competency on the national VET register [training.gov.au - Home page](http://training.gov.au)

If the resource and workplace assessment identified gaps in required resources and equipment, the Trainer/Assessor will develop an appropriate action plan in collaboration with the workplace management team to ensure learners have access to the resources and equipment required.

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