

<b>COMMUNICATION PROTOCOL FOR SUPPORTING STUDENTS WITH DISABILITIES POLICY AND PROCEDURE</b>	
<b>Who is responsible</b>	The director/senior trainer and training coordinator/compliance officer are responsible for ensuring that this process is followed.
<b>When</b>	At the time of enrolment During training and assessing Quality Assurance Schedule
<b>Policy</b>	<p>This policy outlines the communication protocol for fostering an inclusive learning environment at Asbestos &amp; You, ensuring that all students, including those with disabilities or ongoing ill health, are supported to participate in training and assessment.</p> <p>It aims to ensure compliance with the Disability Standards for Education 2005 and the Disability Discrimination Act 1992, enabling equitable access to education and reasonable adjustments to be made in a timely, fair, and effective manner.</p>
<b>Procedure</b>	<p>Students are encouraged to voluntarily disclose any disability or ongoing ill health, including mental ill health, as early as possible in their engagement with Asbestos &amp; You.</p> <p>Disclosure is not mandatory, and students will not be penalised for choosing not to disclose.</p> <p>Early disclosure helps us to ensure that reasonable adjustments (where possible) can be put in place in a timely manner, preventing delays in learning and assessment.</p> <p>Reasonable adjustments will be identified collaboratively by engaging with the student, trainers, assessors, and relevant stakeholders (such as parents, carers, or associates), to understand the student’s individual needs.</p> <p>Adjustments will be considered based on the nature of the disability or health condition and will ensure that students can participate in training and assessment to the same level as other students.</p> <p>Adjustments may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Flexible course activities</li> <li>• Additional support during training or assessment</li> <li>• Customisation of resources, presentation mediums, or activities</li> <li>• Substituting course activities where necessary</li> </ul> <p>Adjustments are only made in a way that does not compromise the integrity of the training product or certification ensuring that students are still able to meet industry standards required for certification.</p> <p>Asbestos &amp; You will ensure that adjustments made are appropriate in the context of the training product or certification and meet the necessary competency requirements for the qualification.</p> <p>Regular communication will be maintained between the student and Asbestos &amp; You staff to ensure that adjustments remain appropriate and effective throughout the student’s course.</p> <p>Where necessary, Asbestos &amp; You will revise the adjustments based on feedback or changes to the student’s needs.</p> <p>All disclosures made by students regarding disabilities or ongoing ill health will be treated with confidentiality. Information will only be shared with relevant staff or stakeholders (e.g., trainers, assessors, and support services) on a need-to-know basis and with the student’s consent.</p>