



Reasonable Adjustment Policy

Australian Institute of Digital Technology Pty Ltd

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POLICY 15

Reasonable Adjustment Policy

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Policy Owner	Training Manager	Approved By	CEO
Applicable Legislation & Standards	Disability Discrimination Act 1992 (Cth); Standards for RTOs 2025; Privacy Act 1988 (Cth); National Code 2018		

1. Purpose and Legal Foundation

This policy establishes AIDT's obligations and procedures for providing reasonable adjustments to training delivery and assessment for students with a disability, learning difficulty, chronic health condition, temporary injury or illness, or other identified need. The obligation to provide reasonable adjustment has two sources: the Disability Discrimination Act 1992, which prohibits indirect discrimination in education services; and the Standards for RTOs 2025, which require training and assessment to be flexible, fair, and accessible to all enrolled students.

The concept of 'reasonable adjustment' requires AIDT to actively consider whether any aspect of its training delivery or assessment methodology creates a barrier for students with particular needs — and to remove that barrier where doing so is reasonable. What is 'reasonable' is assessed by balancing the student's need against the integrity requirements of the qualification and the burden on AIDT. An adjustment is unreasonable if it would: compromise the validity of the assessment; require AIDT to incur unjustifiable expense; pose a WHS risk; or fundamentally alter the nature of the qualification.

Critically, reasonable adjustment does not lower the competency standard. A student who receives a reasonable adjustment is assessed against exactly the same standard as every other student in the qualification — what changes is the method or conditions through which they are given the opportunity to demonstrate that competency. This distinction is fundamental to maintaining the integrity of nationally recognised qualifications while ensuring equitable access.

2. Types of Reasonable Adjustment

The following types of adjustment are available at AIDT. This is not an exhaustive list — adjustments are designed for the individual student based on their specific needs and the specific requirements of their qualification. Where a student requests an adjustment not listed below, the Training Manager assesses the request on its merits.

- **Extended time:** Additional assessment time for students whose condition affects processing speed, written expression, or concentration. The amount of additional time is determined by reference to the student's documentation and the nature of the assessment.
- **Alternative format:** Oral response in place of written response; audio or video recording in place of a written submission; use of a scribe; or use of



mind-mapping or diagram-based responses where these can adequately demonstrate the required knowledge. The assessor confirms that the alternative format still addresses the performance criteria and knowledge evidence requirements of the unit.

- **Assistive technology:** Permission to use text-to-speech software, speech recognition software, screen magnification tools, or other approved assistive technology during assessments.
- **Modified physical environment:** Adjusted seating, lighting, or access arrangements; provision of a separate quiet assessment room; or other environmental modifications.
- **Flexible submission deadlines:** Extended submission timelines where the student's condition directly and currently prevents meeting standard timelines.
- **Modified workshop arrangements:** Adjusted physical arrangements at the workshop facility to accommodate mobility or physical limitations. These are arranged in consultation with the facility operator (One Vision Australia Pty Ltd) and must comply with WHS obligations.

3. Procedure — Requesting and Implementing Adjustments

Students are encouraged to disclose relevant conditions and request adjustment at the time of enrolment — the earlier AIDT is aware, the more effectively it can plan the student's support from the start. However, students may apply for reasonable adjustment at any time during their enrolment. AIDT treats all health and disability disclosures with the highest level of confidentiality. Information is shared only with the staff members directly involved in implementing the student's Reasonable Adjustment Plan.

1	The student completes the Reasonable Adjustment Request Form (AIDT-FORM-080) and submits it with supporting documentation from a registered health professional to support@aidt.edu.au. The documentation should specify: the nature of the condition; its likely duration; and its specific impact on the student's ability to study or be assessed under standard conditions.
2	The Training Manager reviews the request and supporting documentation within 5 business days. Where the request concerns assessment, the relevant assessor is consulted to confirm that the proposed adjustment can be implemented without compromising the unit's assessment integrity. Where clarification is needed from the student, the Training Manager contacts them within 2 business days.
3	A Reasonable Adjustment Plan is developed by the Training Manager in consultation with the student. The Plan specifies: the approved adjustments; the specific units and assessment tasks to which they apply; the start and review dates; and any conditions. The Plan is signed by the student and the Training Manager.
4	The Training Manager shares the Reasonable Adjustment Plan with all relevant trainers and assessors. The Plan is not shared with other students.
5	The Reasonable Adjustment Plan is reviewed at the end of each term and updated as required. Where the student's condition changes significantly, the Plan may be revised at any time.



6

Where a request is declined — either because the adjustment is not reasonable or because it would compromise assessment integrity — the student receives a written explanation of the reasons and is advised of their right to appeal under AIDT-POL-009 within 10 working days.