



Disability Support—Rights and Responsibilities

Staff

All staff take responsibility to ensure equity for students with disabilities and discharge their duties in a non-discriminatory manner.

Staff rights

Staff have a right to expect that students seeking reasonable adjustments to the learning program will be willing to discuss their specific requirements (with assistance if required) and share responsibility in negotiating solutions.

Staff responsibilities

Staff are encouraged to undertake development activities which ensure they become familiar with the general requirements of students who have a disability.

Staff are affirming of and value students and create a climate that encourages students to approach them to discuss issues impacting upon their studies that arise from their disabilities.

While many students with disabilities may work through the coordinator at NEW ENGLAND COMMUNITY COLLEGE, others may approach teaching staff directly. All staff can demonstrate their willingness to make adjustments for students by inviting them to discuss their particular requirements in private at a subsequent time.

NEW ENGLAND COMMUNITY COLLEGE requires that any arrangements made for reasonable adjustments are formally notified to the coordinator and manager

Teaching staff and trainers need to respond to the particular requirements of students who have a disability by making reasonable adjustments within a flexible curriculum.

Staff need to understand and constructively manage behaviour arising from disability which impacts upon others in the class.

Students

Students with disabilities have the right to:

- Equitable access to courses, programs, services, activities and facilities at NEW ENGLAND COMMUNITY COLLEGE
- Reasonable and appropriate accommodations, academic adjustments, and/or additional support services
- Confidentiality of information pertaining to their disability
- Information to be made reasonably available in accessible formats
- Be treated with dignity and respect
- The institution will establish an inclusive educational environment
- Undertake their studies free from discrimination and harassment
- Staff who anticipate their need for reasonable adjustment, invite them to discuss their requirements, and treat the request promptly and seriously
- Have their views sought in the development and review of institutional policies, procedures and practices affecting their lives at the tertiary institution
- Where required, be assisted by independent advocates
- Staff given appropriate training to become familiar with good practices for meeting the requirements of the students



- The opportunity to develop skills which will enable them to obtain maximum benefit from available services.

Students, and where applicable, prospective students with disabilities, have a responsibility to provide information which assists NEW ENGLAND COMMUNITY COLLEGE in the timely planning and implementation of appropriate services by:

- Identifying themselves at enrolment as an individual with a disability when seeking an adjustment or service on the basis of their disability
- Providing documentation from an acceptable professional source that verifies the nature of the disability and impact on access to the learning environment and/or experiences
- Following the procedures for obtaining reasonable services as outlined in student handbook
- Treating staff at NEW ENGLAND COMMUNITY COLLEGE with dignity and respect.
- Notifying and verifying their requirements to the extent necessary to ensure an appropriate response
- Being proactive in advising NEW ENGLAND COMMUNITY COLLEGE of the difficulties they encounter in accessing aspects of the life at NEW ENGLAND COMMUNITY COLLEGE and how to overcome those difficulties.
- Ensuring that specialised services provided are utilised in a fair and effective manner
- Respecting the efforts of others, observing conditions placed on adjustments made
- Advising absences to obviate unnecessary attendance of service personnel such as interpreters.

NEW ENGLAND COMMUNITY COLLEGE has the responsibility to:

- Ensure that courses, facilities and activities are designed to be accessible to students with disabilities
- Provide to students with disabilities information regarding policies, procedures and services and ensure their availability in alternative formats where required
- Assess students on their abilities, not their disabilities
- Provide reasonable and appropriate accommodations and services for students with disabilities
- Offer a range of services in keeping with the provisions and responsibilities outlined in the Disability Discrimination Act (1993) and relevant NEW ENGLAND COMMUNITY COLLEGE policies and procedures
- Assist students to inform staff within NEW ENGLAND COMMUNITY COLLEGE regarding the impact of the student's disability and arrange appropriate services and accommodation
- Maintain appropriate confidentiality of personal, health and disability information provided to the service by students
- Inform students of NEW ENGLAND COMMUNITY COLLEGE policies and procedures relating to students with disabilities where required
- Seek feedback from students regarding the services being provided, work toward continuous improvement of services and respond appropriately to difficulties where they arise
- Provide students with disabilities information about complaints processes where required.