

## TAFE & University Disability Officers

It is important to make contact with the Disability Officer in the Students Support Services Unit of your TAFE or University as soon as you enroll.

You must notify the Disability Officer about any additional supports needed to study well ahead of time to ensure your needs will be addressed before classes commence.

The Disability Officer I need to speak with is:

## Disability Co-ordination Officer Southern Melbourne and Suburbs

### Sally Bailey

Phone: 03 9784 0400

Fax: 03 9781 1998

PO Box 1162

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[sally@skillsplus.com.au](mailto:sally@skillsplus.com.au)

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### Mornington Peninsula

### Frankston

### Greater Dandenong City

### Kingston

### Bayside

### Glen Eira

### Stonington

# TAFE and University support



*National Disability Coordination Officer Program*

Funded by the Australian Government Department of  
Education, Employment and Workplace Relations under  
the National Disability Coordination Officer Programme

If you have a vision or hearing impairment, physical disability, learning disability, neurological condition, mental health illness or chronic medical condition (under the Disability Discrimination Act), you may be entitled to services offered by University and TAFE.

Disability Officers are employed at each University / TAFE in Victoria and may be able to provide services to assist you with your studies.

- Alternative arrangements for examinations (eg. additional time, scribe, reader)
- Academic Support Workers (eg. notetakers, interpreters, readers)
- Access to adaptive technology (eg. voice activated software)
- Alternative format course materials (eg. braille, disk)
- Liaison with lecturers / teachers
- Physical access to facilities
- Referral to appropriate in-house services
- Enrolment and campus orientation

## Student Disability Services

Education providers must consult in order to understand a student's disability and to work out if any adjustments or changes are needed to assist the student.

An education provider should firstly consult and get the ideas of the student themselves.

When an education provider and a student with disability consult one another, they should try to cover at least these four points:

1. Work out what the challenges, needs or barriers are for the student. The student should provide medical and therapist reports that help to explain their disability and what adjustments are needed.
2. Suggest ways to overcome these things. In other words, what adjustments could the education provider make to overcome these things?
3. Discuss whether you think these adjustments are reasonable. Is there another easier and better way to overcome these things? In other words, is there a different adjustment that you didn't think of earlier?

4. Ask the education provider to provide you with a letter about what was discussed when you were consulting and what decisions were made. Ask the education provider to give you a specific date when they will notify you about what adjustments will or will not be made.

**For further information about the disability Standards for Education go to:**

Your right to an education

[www.ddaedustandards.info](http://www.ddaedustandards.info)