

Overview: Practices that facilitate making a reasonable adjustment include:

- ☐ encouraging learner disclosure of disability or learning barrier
- ☐ gathering relevant supporting information (evidence of need)
- ☐ consulting with the learner, and/or their associate where applicable.

Process: This Learning Support Strategy is to be completed by the trainer/assessor with the learner when the need for additional learning support has been identified (on enrolment, LLN testing, after course commencement)

Responsibility: The AIWT trainer/assessor is responsible for implementing and managing the support strategy and if required arranges for reasonable adjustment.

Keeping all informed: This completed form is saved on MOODLE next within the completed LLN test. The trainer/assessor must email the form to submssion@aiwt.edu.au and record key milestones in the contact log.

Please Note: Reasonable adjustment in Assessment does not change course standards or outcomes or guarantee success. Every reasonable adjustment needs to be justifiable and must uphold the integrity of the qualification

Section A – General information

AIWT Student ID Number

Student Full Name:

Date completed:

Trainers Full Name:

Employer Name:

Section B- Describe Disability or Learning Barrier

Section C – Areas of support identified

To determine what's reasonable, additional consultation with external stakeholders may be required. Areas of a learner's need may include but is not limited to: writing, reading, hearing, communicating with others or getting ideas across, moving or manipulating objects, paying attention/staying on track, sitting for long periods, moving around the learning environment, remembering/retention or dealing with frustration.

After consultation with the learner and if required external stakeholder, the learner will require additional support in the areas of:

- ☐ Writing ☐ Reading ☐ Numeracy
- ☐ Physical adjustment ☐ Environmental adjustment
- ☐ Other

Section D – Support Strategy

What support needs have been identified for this learner?

Reasonable adjustment applied to participation in teaching, learning and assessment activities could include:

- ☐ customisation within the training package or accredited course
- ☐ modification to teaching tools, tasks, methodologies and the learning and assessment environment, for example, alternative tasks,
- ☐ different presentation medium, learner support, use of assistive technologies
- ☐ provision of accessible information prior to enrolment plus accessible learning materials
- ☐ monitoring the adjustments to ensure learner needs continue to be met.

What support has been negotiated?

Who are the persons responsible for providing the support?

Date of support review: / /20

Student Signature: _____ Date: _____

AIWT Trainer Assessor Signature: _____ Date: _____

Employer Signature: _____ Date: _____

Office use only

Form uploaded to Moodle	Date	Officer
Form uploaded to SMS and contact log created	Date	Officer
Support review booked in outlook	Yes/ No	Officer