**AccessAbility & Inclusion**



Health and Wellbeing

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| **Managing your study: A guide for students registered with the AccessAbility & Inclusion.** |
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# Welcome

AccessAbility & Inclusionacknowledges that members of the La Trobe University community work across many traditional lands and custodial groups in Australia, and we pay our deepest respects to ancestors’ past, present, and emerging leaders.

AccessAbility & Inclusion aim to help you achieve your goals to the best of your abilities. We hope this document will give you an outline of what supports are available to you via AccessAbility & Inclusion.

# What does the AccessAbility & Inclusion do?

AccessAbility & Inclusion support students who identify as Autistic, ADHD, Dyslexic and/or another minority neurotype or have a mental health condition, ongoing medical condition or disability (including physical, neurological, intellectual, sensory, acquired brain injury, or specific learning difficulty). AccessAbility & Inclusion also supports students who or are caring for someone living with the above conditions, or someone who is frail and aged. Supports are provided throughout your university journey, from Pathways programs to PhDs.

You can make an appointment with an [AccessAbility Advisor](https://www.latrobe.edu.au/students/support/wellbeing/services/accessability-hub/contact)or you can [register online](https://www.latrobe.edu.au/students/support/wellbeing/services/accessability-hub/register)[.](http://www.latrobe.edu.au/disability) We offer face-to-face, Zoom and/or phone appointments.

To register with AccessAbility & Inclusion you will need to provide supporting documentation, which can be a letter from a relevant health practitioner or a completed [Health Practitioner's Statement](https://www.latrobe.edu.au/students/support/wellbeing/services/accessability-hub/register)[.](http://www.latrobe.edu.au/disability) If you are not sure if you have the right documentation, please [contact us](https://www.latrobe.edu.au/students/support/wellbeing/services/accessability-hub/contact) and we can advise you.

# Your AccessAbility Advisor is there for you

When you register with AccessAbility & Inclusion, you will be assigned an AccessAbility Advisor who will be there to support you throughout your university journey. If your Advisor is unavailable, another Advisor will assist you.

Depending on your individual needs, your AccessAbility Advisor may provide a range of supports including:

* Implementing reasonable adjustments, including alternate assessment/exam arrangements, assistance negotiating extensions, placement arrangements etc.
* Information on assistive technology options such as [Glean](https://glean.co/students/).
* Advice on managing university study, including assistance applying for [Remission of Debt](https://www.latrobe.edu.au/students/admin/fees-and-money/refunds) or [Leave of Absence](https://www.latrobe.edu.au/students/your-course/enrolment/intermission).
* Referral to other relevant university services such as [Counselling](https://www.latrobe.edu.au/students/support/wellbeing/services/counselling) or [Peer Learning Advisors](https://www.latrobe.edu.au/students/study-resources/learninghub/peerlearningadvisors) or [Student Advising](https://www.latrobe.edu.au/learning-and-teaching/student-success/student-advising)

# Understanding your Learning Access Plan (LAP)

After you have completed your [registration](https://www.latrobe.edu.au/students/support/wellbeing/services/accessability-hub/register)and discussed your needs with your AccessAbility Advisor, you may be given a Learning Access Plan (LAP). The LAP recommends reasonable adjustments to ensure your learning support needs are met. The recommendations in your LAP are based on the medical documentation you provide, the impact of your health condition and your individual needs.

Recommendations may include modifications to participation in classes, ability to apply for extensions, modified exam conditions or support during placements. These are referred to as reasonable adjustments.

Your AccessAbility Advisor will email you an electronic copy of your LAP. It then becomes your responsibility to distribute this to relevant academics as required. Academics need to know what supports you need so they can respond in a timely manner. It is recommended that you give your LAP to your subject coordinators at the start of each semester.

# Getting help with your academic work

There is a lot of help available to assist you to be successful in your studies.

A good place to start is [Study & Research Support](https://www.latrobe.edu.au/library/study-and-research-support)[.](http://www.latrobe.edu.au/learning) There are Peer Learning Advisors, known as PLAs, who can assist with time management, developing a study plan, getting started on your assignments, planning your approach, and helping you get unstuck if things are getting difficult. There are also Discipline Hubs and Training & Workshops available.

The [Library](https://www.latrobe.edu.au/mylatrobe/how-to-use-your-library/) is a great place to start and, on most campuses, study and research support is physically in the library as well as online. They can help you with writing skills, study skills, English language, and maths skills.

There is also [**Studiosity**](https://www.latrobe.edu.au/mylatrobe/studiosity-free-online-assignment-help-and-live-chat-for-la-trobe-students/)**:**

* An online academic support service available for online chat
* You can submit a written assignment for feedback on language, grammar and structure, not on content
* A free service, you can search ‘**Studiosity**’ on your My LMS page

There is also a great [Academic Referencing Tool](https://www.latrobe.edu.au/news/announcements/2014/academic-referencing-tool) and [Assessment Planner](https://www.latrobe.edu.au/library/assessment-thesis-support/plan-my-assessment/assessment-planner)to help you keep on track.

# How Assistive Technology can help

Courses can now be accessed on phones, tablets, laptops, as well as the personal computer, at home, at work, or even while on public transport. Anywhere can be a learning space. Various technologies and applications are available to facilitate your academic study. There are many assistive technologies available to make studying easier. Some examples include [Glean](https://glean.co/) which has been developed to assist with notetaking or [Otter](https://otter.ai/) which is a transcription program. There are also numerous accessibility features within the [Microsoft](https://www.microsoft.com/en-us/accessibility) suite of software and a range of browser extensions.

AccessAbility & Inclusion staff can assist you with advice on apps and software for your needs. Contact [AccessAbility & Inclusion](https://www.latrobe.edu.au/students/support/wellbeing/services/accessability-hub/contact) to discuss what solutions may work for you.

# Getting extensions when you need them

There may be times when you are not able to meet deadlines for submitting assessments. When this happens, you need to apply for an extension in a timely manner (usually at least 3 days before it is due, where possible). If you are applying for an extension less than three days before the due date, or after the due date, you will need to contact your subject coordinator directly and/or your AccessAbility Advisor for guidance.

If you have a LAP, you will be able to use it as a supporting document. If the reason you are requesting the extension is unrelated to your LAP, you will need to provide alternative documentation and apply through the usual process, often through the LMS.

[All students may apply for an extension of up to five business days, students with a LAP may apply for an extension of up to ten business days](https://policies.latrobe.edu.au/document/view.php?id=380). Beyond this time, it may be necessary to apply for special consideration. Please speak with your subject coordinator and/or your AccessAbility Advisor for guidance.

# Managing exams and in-class tests

Many subjects have exams or in-class tests as part of the assessment process. Where appropriate, your Advisor may recommend some Adjusted Exam / Assessment Arrangements (AEAAs) to minimise the impact of your health condition. Examples of AEAAs include additional time, a room with less students, ergonomic furniture, etc.

* Examinations scheduled during the formal examination period, at the end of each semester, are organised by the Examinations Unit. You need to be registered with AccessAbility & Inclusion early so we can make sure your arrangements are in place before the end of semester.
* Your subject coordinator organises and manages in-class tests in accordance with your LAP. To give academics time to organise the AEAAs, you must advise them of your LAP at least two weeks prior to an in-class tests/examinations to confirm the use of Adjusted Exam / Assessment Arrangements.

# Applying for special consideration

[Special Consideration](http://www.latrobe.edu.au/students/admin/forms/special-consideration) is a process used when you experience serious, adverse, unforeseen or exceptional circumstance that have an immediate impact preventing you from submitting an assessment on time, requesting an extension on time, or sitting an exam.

If you already have a LAP, you will need to demonstrate that there has been a significant exacerbation of your condition which has prevented you from completing an assessment on time, requesting an extension on time, or sitting an exam OR you experienced unforeseen or exceptional circumstances, not related to your LAP.

# Attending placements, practicums and work integrated learning

Depending on your course, you may be required to participate in placements or have an opportunity to engage in Work Integrated Learning (WIL) programs. Sometimes the things that you need to support you with study can be quite different to what you need in a placement situation.

Recommendations about your placement may be included in your LAP, or in a LAP specifically designed for your placements. For example, you may need adjustments to location, timing, equipment or supports. Ask your AccessAbility Advisor to discuss these with you as it can take months to ensure some adjustments are in place. Remember the University must work with external organisations who offer placements to students, which can take time.

# Being a carer for a person with a disability

Your AccessAbility Advisor will discuss the impact of your caring role on your studies and develop a LAP that incorporates appropriate recommendations. Whilst carers are not generally eligible for AEAA’s, your LAP may cover extensions, class attendance and placements.

To register as a carer, you will need to be someone who provides personal care, support, and assistance to a person with a disability or somebody who is frail and aged and substantially dependent on you for ongoing care.

# CANDID

Do you know about CANDID?

CANDID is a student-led group, supported by the AccessAbility & Inclusion team. They run monthly zoom meetings during semesters to facilitate friendships, develops connections, and provide mutual support for students at La Trobe University with lived experiences of chronic illness, neurodiversity, disability (including mental health), and impairment. Carers and allies are welcome too. Find out more about CANDID at [CANDID, Help and Support, Health, Wellbeing and Inclusion, Health and Wellbeing resource hub, AccessAbility and Inclusion resources, La Trobe University](https://www.latrobe.edu.au/students/support/wellbeing/resource-hub/accessability/candid) or email [CANDID.group@latrobe.edu.au](mailto:CANDID.group@latrobe.edu.au) for more information.

# Knowing you rights and responsibilities

As a student with a health condition, you are entitled to supports to participate in education on the same basis as other students. Moreover, La Trobe University is committed to providing equitable access to education as set out in the [Disability Discrimination Act 1992](https://www.humanrights.gov.au/our-work/disability-rights/guides/brief-guide-disability-discrimination-act) and the [Disability Standards for Education 2005.](https://www.education.gov.au/disability-standards-education)

As a student, you have responsibilities that are set out in the La Trobe [Student Charter,](https://www.latrobe.edu.au/students/admin/rights-and-responsibilities) statutes and regulations, as well as policies and procedures. Make sure you read the [Charter of Student Rights and Responsibilities](https://policies.latrobe.edu.au/document/view.php?id=225) and the [AccessAbility & Inclusion Service Charter](https://www.latrobe.edu.au/students/support/wellbeing/services/accessability-hub/register) for a brief summary of your rights and responsibilities. AccessAbility & Inclusion welcomes feedback via [access.ability@latrobe.edu.au](mailto:access.ability@latrobe.edu.au) or via the formal [Complaints and Feedback](https://www.latrobe.edu.au/students/support/complaints) process.