

Persons who consider that they have a disability, medical condition or insufficient Language, Literacy, Numeracy or Digital Literacy requirements to successfully undertake the qualification and that they may require special arrangements or assistance should complete this form.

Completion of this form is voluntary and will permit the Quality Training & Hospitality College Pty Ltd, trading as Quality College of Australia (QCA) to make appropriate arrangements for a safer and more successful completion of your studies.

Failure to notify QCA of a disability or medical condition will make it difficult for QCA to exercise appropriate duty of care.

QCA, its employees or other stakeholders do not accept responsibility for conditions that are exacerbated through either or both on and/or off the job training.

Domestic Students:

This completed application form along with supporting documentation from your Doctor or School should be provided to the QCA Sales Consultant during the enrolment process or your trainer / assessor as soon as your training commences.

International Students:

This completed application form along with supporting documentation from your Doctor should be provided to the International Admissions Officer during the enrolment process or the International Support Officer or your trainer / assessor as soon as your training commences.

Your trainer / assessor will consider the information presented within the Reasonable Adjustment Application Form and then discuss with you to determine the most appropriate adjustments available to assist you and develop a Reasonable Adjustment Plan specific to your needs.

The QCA Compliance Manager will then review the proposed Reasonable Adjustment Plan and either 'Approve' or 'Not Approve' the Application for Reasonable Adjustment.

All documentation and discussions pertaining to your Reasonable Adjustment Application are kept in confidence as per the Reasonable Adjustment Policy and Procedure. Your Reasonable Adjustment Application and documented outcomes will then be placed into your secure student file.

Student Details			
Name:			
Residential Address:			
State:		Post Code:	
Mobile Phone No:		Home Phone No:	
Email Address:			
Document: Reasonable Adjustment Application Form_V1.3 June 2026		Next Review Date: June 2027	
Approved By: QCA Compliance		Page: 1 of 5	

Course Details:

Qualification Code:

Qualification Title:

Start Date:

On-the -Job

☐

Off-the-Job

☐**Disability, Impairment or Long-Term Medical Condition (provide details):****Additional Support Required (provide details):****Supporting Documentation Attached**
(Medical or School Reports)

Yes

☐

No

☐

Applicants (Students) Declaration

I have read and understood all information regarding this Reasonable Adjustment Application and the QCA Reasonable Adjustment Policy and Procedure.

I hereby declare that all details and documents that I am submitting are true and accurate.

Name of Student:			
Student Signature:		Date:	
Parent / Guardian Signature (if under 18)		Date:	

QCA Business Development Consultant Declaration

I hereby declare that the QCA Reasonable Adjustment Policy and Procedure, Application and the initial assessment as detailed above has been discussed with and completed in consultation with the student.

Business Development Consultant:			
Signature:		Date:	

Application Processing Details (office use only – trainer / assessor)

Application Received Date:		Signature:	
Application Reviewed Date:		Application Reviewed By:	
Application Discussed with Student:	Yes ☐	Date:	

Examples of Reasonable Adjustments which might be Applied in Training and Assessment (internal):

Flexible learning options;

- Self-paced learning as an alternative to physically attending class;
- Online delivery;
- Split sessions – break the assessment into appropriate component parts which can be undertaken separately;
- Additional rest breaks in lengthy sessions;
- Separate assessment venue if student is distracted by others' movements or noise
- Locate the student towards the front of the training room to assist with hearing and/or vision conditions

Where relevant and possible, reasonable adjustment to assessment. For example.

- Additional time or extensions for assessments;
- Adapted course material eg large print, coloured paper; or
- Use of a laptop for assessments rather than written;
- Substitute alternative tasks where existing ones pose a problem for a learner;
- Modify the presentation medium (eg use visual, oral, print or demonstration and provide practice opportunities);
- Adapt the physical environment and equipment (eg use audio-visual aids, specific furniture)

Examples of specialised external support services:

- A disability practitioner;
- A disability support worker ie note-taker, sign language interpreter for vision impaired, Auslan interpreter for hearing impaired, support for physical tasks if relevant;
- Access to specific assistive technology;
- Other support assistance as identified;

Reasonable Adjustment Plan (to be developed by the trainer / assessor):

Reasonable Adjustment Plan (continued):**Reasonable Adjustment Plan to be reviewed by and Approved or Not Approved
by the QCA Compliance Manager****Application Approved**☐**Application Not Approved**☐**Provide detailed rationale for a 'Not Approved' outcome.**

Compliance Manager's Signature:		Date:	
Applicant Notified of Outcome Date:		Signature:	
Documentation in Student File Date:		Signature:	