

Student Agreement

1. Equipment Provision

Equipment and/or furniture will be provided on loan as agreed in my Individual Education Plan. Equipment is provided in accordance with funding availability, and at the discretion of the Teacher Consultant for Physical Disabilities.

I agree to provide adequate care for all equipment, and to advise the Physical Disability Unit immediately if any of the following occur:

- my timetable or room numbers change
- I consider ceasing or withdrawing from my course
- any equipment provided to me is missing or damaged
- I no longer require the equipment.

Unless otherwise agreed with the Teacher Consultant Physical Disability Unit, I will not remove equipment from TAFE premises or re-locate it to another classroom.

2. Notetaker or Tutorial Assistance

A Note-taker and/or Tutor may be provided as part of my Individual Education Plan. I understand these services are provided in accordance with funding availability, and at the discretion of the Teacher Consultant for Physical Disabilities.

I understand that in order to receive these services, I must abide by the Terms and Conditions outlined in the Notetaker Guidelines Booklet.

3. Exams:

If I have examinations, I will notify the Physical Disability Unit as soon as possible to arrange support as appropriate.

4. Access

I will advise the Physical Disability Unit immediately if I have difficulty accessing my classrooms or other TAFE locations.

5. Release of Information

I give the Physical Disability Unit my permission to discuss aspects of my Individual Education Plan with other people including:

- Family members
 - Medical and Treating Practitioners
 - Rehabilitation Provider
 - Centrelink
 - TAFE staff
- (Tick/delete as appropriate)

I understand that only information relevant to my course will be discussed, and that all information will remain strictly confidential.

6. Enrolment

I give my permission to the Teacher Consultant for Physical Disabilities to complete an enrolment form (Course 9999) on my behalf as my formal registration with the Physical Disability Unit.

**COPY FOR YOUR INFORMATION
PLEASE KEEP SAFE FOR FUTURE REFERENCE**

Medical Information

You will need to provide the Physical Disability Unit with some basic medical information about your injury or disability. You can use the form provided, or a report that you already have (provided it is less than 1 year old). Your doctor, physiotherapist or other treating professional can complete the form for you. Written evidence is required by TAFE for audit purposes, and the information will help to ensure that the services provided by the Physical Disability Unit are consistent with your medical advice. Please return the information as soon as possible to the Physical Disability Unit.

The Student Agreement

When you register with the Physical Disability Unit, you will receive a "Student Agreement". Please read the Agreement carefully before signing and returning to this office. Some services are contingent upon your formal written agreement, so please return it as soon as possible to the Physical Disability Unit. A copy of the Student Agreement is included for your reference on the back of this leaflet.

Confidentiality

Any personal information you provide to the Physical Disability Unit is used for the purpose of assisting you to complete your TAFE studies. While the provision of this information is voluntary, if you do not provide all or any of this information it may affect our ability to provide adequate support. All student information is stored securely, remains confidential, and is not disclosed unless essential and relevant to your IEP. You may access or correct any personal information provided by contacting the Physical Disability Unit.

Emergency Evacuation Procedures

In the event of an emergency at your Campus, there are special provisions for evacuation of people with mobility restrictions. If you are in a wheelchair, or have mobility difficulties, please make sure you know the procedures and are confident in what to do should an emergency occur. Discuss with the Teacher Consultant or your Teacher.

**PHYSICAL DISABILITY UNIT
HUNTER INSTITUTE OF TAFE
CENTRAL COAST, GOSFORD, WYONG**

Margin St , GOSFORD
Locked Bag 23, GOSFORD 2250

Phone: 02 43482291
Fax: 02 43482295

E-mail: michele.whenman@tafe.nsw.edu.au

NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



HUNTER INSTITUTE

PHYSICAL DISABILITY UNIT

*For people studying or planning to
study at TAFE.*

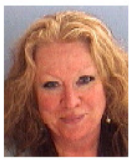
- *Back or neck pain*
- *Osteoarthritis*
- *Rheumatoid Arthritis*
- *Chronic illness*
- *Knee or ankle problems*
- *Wrist, elbow or shoulder injuries*
- *Heart disease*
- *Asthma/ breathing difficulties*
- *Cerebral Palsy*
- *Paraplegia or quadriplegia*
- *Amputee*
- *Temporary physical restrictions—
fractures, sprains etc*
- *Chronic fatigue*
- *Paralysis from stroke*
- *Congenital or acquired disability*

PHYSICAL DISABILITY UNIT
HUNTER INSTITUTE OF TAFE
CENTRAL COAST, GOSFORD, WYONG

TELEPHONE 02 43 482291 9.00AM-4.30PM
DURING TAFE TERM TIMES

**WELCOME TO
PHYSICAL DISABILITY UNIT
HUNTER INSTITUTE OF TAFE**

Your Individual Education Plan



*Michele
Wheman
Teacher Con-
sultant Physi-
cal Disability*

When you register with the Physical Disability Unit, the Teacher Consultant will talk to you about the range of services available to students with physical disability, and together you will develop a plan. This is called an *Individual Education Plan*. The Teacher Consultant will complete an enrolment form for you in "Learner Support". This is TAFE's formal record of your registration with the Physical Disability Unit and must be completed for all students.

All services are provided at no cost .

A Range of Services

Pre-Course Counselling

The Teacher Consultant may help you to decide on the most appropriate course for your goal. Please contact the Physical Disability Unit for an appointment.

Exemption From Course Fees

You may be eligible to apply for a fee exemption through the TAFE Physical Disability Unit, even if you are not on a Centrelink benefit. Contact the Teacher Consultant to discuss whether you can apply.

Equipment Loan

The Physical Disability Unit lends out a range of equipment, including wrist supports, special ergonomic keyboards, tape recorders, anti-glare screens etc, depending on your particular requirements. If any equipment is lent to you by the Physical Disability Unit, please ensure that it is safely secured when not in use, and report any damage or loss immediately.



Parking

Every campus has allocated parking for people with a disability. Restricted access to Staff Car Parking may also be arranged where necessary.

Access

If you have difficulties with walking or with managing stairs, the Teacher Consultant may advise on alternative routes, or assist in moving classes to more suitable locations.

Ergonomic Furniture

Special purpose ergonomic chairs and footstools may be placed in your classrooms to allow you to reduce pain or discomfort, and improve your sitting tolerance. All furniture allocated to you will be labeled with your name and class details. Most items have a range of comfort adjustments—please let us know if you would like to be shown how to operate yours. You may or may not be the only student who uses the equipment, so expect to re-adjust it regularly. Please contact us immediately to report any missing or damaged items.



Examinations

Special arrangements may be put in place for class assessments, and external examinations. You may be eligible for extra time, a separate room, or other special considerations. As soon as you know you are going to be doing an exam, contact the Physical Disability Unit to discuss your situation.

Help with Notes

If you are unable to write your own notes in class, the Teacher Consultant may arrange for you to photocopy notes from the teacher or another student at no cost, or provide you with a tape recorder or laptop computer.

When necessary, a "Note-taker" or scribe may be provided to take down notes in class or during exams. Note-takers act as a student's "hands" during lessons. Special conditions apply if you are provided with a Note-taker, and you will be required to formally agree to these conditions before receiving services. See the booklet "Guidelines for Using Notetakers".

Help With Your Studies



If you fall behind with your studies, or if you have to miss classes for medical reasons, please contact the Teacher Consultant as soon as possible to discuss. Tutorial assistance, flexible learning options and special considerations may be arranged as appropriate.

WHAT TO DO NOW...

- ◆ Read and complete the **Student Agreement**, and return by mail or fax to the Physical Disability Unit.
- ◆ Ask one of your treating practitioners (doctor, physiotherapist, rehabilitation consultant etc) to complete the **Medical Information Request** and fax or mail to the Physical Disability Unit.
- ◆ Let us know if:
 - > your course, classroom or **timetable changes**
 - > **Equipment or furniture** is damaged or missing
 - > you decide to **withdraw** from your course, or are considering doing so
 - > you are experiencing **difficulty managing** your course requirements
 - > **your needs change** in any way, or your medical condition changes
 - > you no longer need any of the **equipment or services** arranged for you
 - > you are **unable to attend a class**, eg due to illness, where a note-taker has been arranged.
- ◆ Remember to re-register with the Physical Disability Unit at the beginning of **EVERY SEMESTER**.

Other Disability Resources

Hearing Impairment

Teacher Consultant: Allan Terry

Phone: 4348.2298 or 49237269

Fax: 4348.2295 **TTY:** 49237118

Email: allan.terry@tafe.nsw.edu.au

Psychiatric, Neurological, Learning Disability

Teacher Consultant: Sue Murray

Phone: 49237240 **Fax:** 49237639

Email: sue.murray@tafe.nsw.edu.au

Intellectual Disability

Teacher Consultant: Carmel Brown

Phone: 49237440 or 43502245

Fax: 49237263 or 43502368

Email: carmel.brown@tafe.nsw.edu.au

Vision Impairment

Teacher Consultant: Colleen Webb

Phone: 49699458 **Fax:** 49615344

Email: colleen.webb@tafe.nsw.edu.au