

Checklist for: Essential requirements of the course

What are the 'essential requirements' of the course?

The 'essential requirements' are elements that a student must successfully complete or satisfy if he/she is to gain credit for the course that the requirements relate to.

It is important to be clear about these parts of the course that are essential and those that can be adjusted or substituted to meet your needs.

To assist you in determining the 'essential requirements' you should research the following:

Check	Research the essential requirements of the course:
<input type="checkbox"/>	Details of the course entry requirements
<input type="checkbox"/>	Course structure and progression
<input type="checkbox"/>	Particular physical requirements
<input type="checkbox"/>	Curriculum content and delivery modes
<input type="checkbox"/>	Expected learning outcomes and assessment requirements
<input type="checkbox"/>	Any fieldwork, practical components
<input type="checkbox"/>	Workload and time commitment
<input type="checkbox"/>	Registration requirements
	<p>NB: When researching the above points, you should refer to the following sources to assist you:</p> <ol style="list-style-type: none"> 1. Refer to the course requirements as listed in TAFE/University handbooks 2. Contact the University (i.e. the faculty administering the course) 3. Contact the Disability Liaison Officer at the TAFE or University 4. Attend Open Days and attend relevant workshops, speak to lecturers etc <p>University handbooks, go to: www.highered.vic.gov.au/universities TAFE Courses Directory online: www.tafe.vic.gov.au VTAC website: www.vtac.edu.au</p>

Check	The next section covers adjustments/accommodations to meet the 'essential requirements' i.e. Does your medical condition, disability or mental health issue impact on your ability to study with regards to:
<input type="checkbox"/>	Physical access to buildings, classes on campus
<input type="checkbox"/>	Access to written class material in printed formats –may need alternative format
<input type="checkbox"/>	Attending classes and field trips – may be difficult due to chronic medical conditions or physical access
<input type="checkbox"/>	Communicating orally – independent communication skills or do you need assistance
<input type="checkbox"/>	Participating in practicum's – do you need forward planning for extra assistance
<input type="checkbox"/>	Sitting exams – may need extra time, can you access the exam room
<input type="checkbox"/>	Taking notes in lectures and classes
	If you ticked any of the above boxes, there may be adjustments / accommodations that can be made to enable you to meet the requirement of the course. I.e. reading materials in alternative formats, alternative exam arrangements, adaptive software, note takers, taping of lectures, library assistance, extension of time for completion of assessments etc. Contact a Disability Liaison Officer and the relevant faculty of staff to assist

Disclosing your disability?

Please note, if you are concerned about disclosing your medical condition, disability, you can contact the Disability Liaison Officer and discuss your concerns on an anonymous and confidential basis.

Resource available covering disclosure are:

<http://sites.uws.edu.au/rdlo/disclosure/index2.htm>

Other useful links/resources:

E-team: contact students who have studied and been through the above process, email them directly to find out about their pathways and success
 Phone T:9925 3531 or email Natalia.klarica@rmit.edu.au to find out more
 Towards Success in Tertiary Studies – study guides for students with diverse needs
<http://www.services.unimelb.edu.au/ellp/publications/towards.html>