

# Students with Disabilities

## Introduction

The Actuaries Institute is committed to providing accessible education for its members. In this commitment, the Actuaries Institute recognises that members with a disability may require additional support from the Actuaries Institute to undertake their studies in a manner that reflects the spirit of the Disability Discrimination Act (1992) and the Disability Standards for Education 2005. The Actuaries Institute will endeavour to provide this support (within reasonable accommodation) to members who are enrolled in the Part III Education Program and are registered with the Actuaries Institute as a member with a disability.

Members with a disability, who are eligible to undertake a Part III Education Program at the Actuaries Institute, are advised to identify themselves to the Education Manager prior to enrolment, or upon enrolment in the Part III Education Program. While this identification is not compulsory, it is advisable so that any necessary support can be arranged and implemented with a minimum of delay. Failure to inform the Actuaries Institute may cause a delay in providing the required support which may impact the members' access to materials. After successfully applying to the Actuaries Institute (via the registration form and appropriate supporting documentation) a meeting will be arranged with the member to discuss their needs, how their needs can be met, and any issues that may affect how those needs are supported.

Students with a disability must meet the expected academic and professional standards as set by the Actuaries Institute in order to qualify or pass. However the Actuaries Institute recognises that in order to meet these criteria additional support may be required to access specific material in a fair and equitable time frame, or that additional time may be required for the completion of compulsory assessment tasks.

## Definition of a Disability

For the purpose of this policy, disability has been defined using the Disability Standards for Education 2005. Disability, in relation to a person, means:

- (a) total or partial loss of the person's bodily or mental functions; or
  - (b) total or partial loss of a part of the body; or
  - (c) the presence in the body of organisms causing disease or illness; or
  - (d) the presence in the body of organisms capable of causing disease or illness; or
  - (e) the malfunction, malformation or disfigurement of a part of the person's body; or
  - (f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
  - (g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;
- and includes a disability that:
- (h) presently exists; or
  - (i) previously existed but no longer exists; or
  - (j) may exist in the future; or
  - (k) is imputed to a person.

### Procedure for Registering

- a) Members with a disability are advised to submit the enclosed "Registration for members with a disability" form with appropriate medical documentation to the Education Manager at the Institute prior to, or upon enrolment.
- b) The member will receive a confirmation email/letter from the Education Manager within 5 working days of the letter being received advising them that their application:
  - i. has been accepted, or
  - ii. is pending (requires further documentation or review), or
  - iii. has been denied (documents or disability do not meet criteria).
- c) Members whose applications have been accepted will then be contacted by the Institute to arrange an appointment to discuss their application and any support required.
- d) The meeting will be attended by the Education Manager, Director of Education, the member and one other support person who the member wishes to bring (optional). An Action Plan will be discussed and developed during the meeting, based on the members' needs, the documentation provided and resources available over a period of time. This will be documented and forwarded to the member, the Course Leader and the Chief Examiner. A copy of the plan will be kept in the members file.

### Possible Areas of Assistance

While the list below is not exhaustive, and does not include all areas that may require assistance, it indicates areas where members may have specific needs.

- a) Assistance with enrolment. For members who have difficulty completing the enrolment process the Institute will assist in this process as needed and when appropriate.
- b) Provision of course material. Members may require the course material (e.g. course notes, tutorial information, other relevant reading material or information) to be made available in an alternative format. This may be in the form of audio tapes, large print or in an electronic format for example. Depending on the type of request, members should allow up to six weeks for this to occur.
- c) Assessment. This may include (but not be limited to) use of scribes in exams, extra time in exams, use of specialist equipment in an exam, large print or alternative format of exams, access to building, special consideration requests. In special circumstances requests for an alternative assessment will be considered.
- d) Access to buildings for tutorials/exams. For students who have specific needs in accessing buildings, this will be accommodated when possible, or alternative arrangements will be made.



## Note

While the Actuaries Institute advises all students of the nature of the work and roles of an Actuary (available on the Actuaries Institutes web site) and encourages them to visit careers advisors at accredited universities, it is the students' responsibility to determine if they wish to pursue education and a career in this field.

## Useful Links

Disability Discrimination Act 1992: <http://scaleplus.law.gov.au/html/pasteact/0/311/top.htm>

Disability Standards for Education 2005

[http://www.dest.gov.au/sectors/school\\_education/programmes\\_funding/forms\\_guidelines/disability\\_standards\\_for\\_education.htm](http://www.dest.gov.au/sectors/school_education/programmes_funding/forms_guidelines/disability_standards_for_education.htm)

Australasian Network of Students With Disabilities (ANSWD) <http://www.answd.com/>

Link disability magazine: [http://disability.com.au/link\\_online/](http://disability.com.au/link_online/)



## Registration for members with a disability

Members with disabilities who are enrolled in the Part III Education Program are advised to complete this form prior to or at enrolment.

### PERSONAL INFORMATION

Surname: ..... First Name.....Member ID: .....

Preferred Mailing Address:.....

Contact numbers: Wk ..... Home: ..... Mobile: .....

Email address: .....

Please provide information about your disability/ies:

.....  
.....  
.....

### SUBMITTING THIS FORM

This form and associated documentation must to be submitted to:

Head of Education  
Actuaries Institute  
Level 7, 4 Martin Place  
Sydney NSW 2000  
Australia.

### Submit this form by the end of the enrolment period

*An appointment will be arranged to develop a Disability Action Plan based on the member's needs, the documentation provided and resources available once the application has been approved.*

Documentation to be submitted with this application **MUST BE** dated within the last 12 months, legible, signed and on letter-head paper.

- Documentation is to be provided by a suitably qualified medical practitioner an allied health professional (e.g. social worker, occupational therapist, physiotherapist), or an educational professional (e.g. educational psychologist).
- Documentation must: Confirm the existence of disability and outline the impact on academic performance and contain recommendations for support.
- The Education Division of the Institute of Actuaries reserves the right to approve documentation and to require additional documentation where necessary.
- Members with a learning disability will require a psychologist's report prepared in the last three years.
- Members with a psychiatric or psychological disability will require documentation from a registered psychiatrist or psychologist.



**PRIVACY INFORMATION**

Notice pursuant to Section 10 Privacy and Personal Information Protection Act 1998

The Actuaries Institute, through its Education Division, is collecting information from you which is defined as personal information under the Privacy and Personal Information Protection Act 1998. It may also subsequently collect personal information concerning you by obtaining it, with your consent, from personnel within the Institute or from external service providers. (See Permission Notice below). The purpose for which the information is being collected is to conduct assessments, devise and provide, if possible, appropriate services to support and assist you in undertaking your Part III Education program at the Actuaries Institute. The intended recipients of the information are those members of the Institute Education Division who need to be aware of the services to be provided, or are involved in the provision of those services to you. The provision of the information is voluntary but if you do not provide it, it may not be possible to provide you with appropriate support services when required. You have a right to access and to correct the information held by the Actuaries Institute. Applications in writing for access and correction should be directed to Mr. Philip Latham, Head of Education. **This section is to be completed in consultation with the Head of Education.**

**PERMISSION TO OBTAIN OR RELEASE CONFIDENTIAL INFORMATION**

On occasion it may be necessary for the Education Division to obtain from, or release information to, other service providers, either within the Actuaries Institute or external to the Actuaries Institute. Members may authorise the Education Manager to do so below by ticking the appropriate box/es below, if any. You may withdraw your consent to the release or obtaining of information at any time by notifying Mr. Stephen Wright, Director Education in writing. You should be aware, however, that if access to the necessary information is declined, it may not be possible to provide you with appropriate support services.

I, ....., hereby give my permission to  
(Member's name)

....., from the Education Division of the Actuaries Institute,  
(Head of Education's name)

to obtain or release information in relation to my support requirements during my program of study to:

- Personnel within the Actuaries Institute
- External service providers including General Practitioners, Specialists, allied health professionals or other educational institutions

Member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Checklist: Have you completed the following**

- Personal Information
- Medical documentation (dated within the last 12 months, legible, signed and on letter-head paper
- Read and signed or declined to sign Permission to Obtain or Release Confidential Information
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