

PROJECT:					
Parabellum International Training RTO 51786					
DOCUMENT No:					
PIT-ISS-FRM-001					
DOCUMENT TITLE:					
Reasonable Adjustment Request Form					
0	13.06.2025	Issued for Use	I. Clover	C. Coupland	C. Coupland
0A	25.05.2025	Initial Draft	I. Clover	C. Coupland	C. Coupland
REVISION	DATE	DESCRIPTION OF REVISION	ORIGINATOR	CHECKED	APPROVED

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1 PURPOSE

The purpose of a Reasonable Adjustment Plan at Parabellum International Training RTO (51786) is to identify, document, and implement specific modifications or accommodations that enable students with disabilities or additional learning needs to access training and assessment on an equitable basis. The plan ensures that adjustments are tailored to the individual's requirements while maintaining the integrity, fairness, and competency standards of the training program. It supports inclusive education by providing a structured approach for trainers and assessors to deliver accessible learning experiences and valid assessments.

2 SCOPE

This Reasonable Adjustment Plan applies to all personnel of Parabellum International Training RTO (51786), including trainers, assessors, and support staff involved in the delivery and assessment of qualifications within the RTO's scope. It guides the identification, documentation, and implementation of reasonable adjustments for students with disabilities or additional learning needs. The plan covers all training locations and delivery modes (face-to-face, online, blended) and applies to all enrolled students requiring adjustments to fully participate and demonstrate competency.

3 DEFINITIONS AND ABBREVIATIONS

Reasonable Adjustment	Modifications or accommodations made to training delivery or assessment to enable equitable access for students with disabilities, without compromising the integrity of the qualification.
RTO	Registered Training Organisation – an organisation registered to deliver vocational education and training (VET) services.
ASQA	Australian Skills Quality Authority – the national regulator for Australia's vocational education and training sector.
Disability	Any physical, sensory, intellectual, cognitive, or psychosocial impairment that may impact a person's ability to participate fully in education or training.
Student	An individual enrolled in a course or training program offered by the RTO.
Trainer	A person responsible for delivering training and facilitating student learning.
Assessor	A person authorised to conduct assessments and make competency judgements in accordance with training package requirements.
Management	RTO Training Manager, RTO Compliance Manager, Chief Executive Officer.
Adjustments	Changes made to the standard delivery or assessment conditions to support students with disabilities.
Inclusive Practice	Teaching and assessment approaches that actively seek to include all students, recognising and accommodating diverse needs.

4 ROLES AND RESPONSIBILITIES

Trainers and Assessors:

- Identify and understand the individual needs of students requiring reasonable adjustments.
- Implement reasonable adjustments as outlined in this guide to facilitate equitable access to training and assessment.
- Communicate clearly with students about available support and adjustments.
- Maintain the integrity and fairness of assessment while applying adjustments.
- Document all adjustments made and monitor their effectiveness.

Management:

- Ensure all RTO personnel are trained and aware of reasonable adjustment requirements and processes.

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- Allocate necessary resources to support implementation of reasonable adjustments.
- Monitor compliance with legislative and regulatory requirements relating to disability support and inclusive practices.
- Review and update the Reasonable Adjustment Guide regularly to reflect current best practices and standards.

Students:

- Disclose any disability or learning need that may require adjustments in a timely manner.
- Work collaboratively with trainers and support staff to determine appropriate adjustments.
- Engage actively with the adjusted training and assessment processes.

5 REASONABLE ADJUSTMENT REQUEST FORM

PERSONAL DETAILS	
STUDENT NAME	
CONTACT INFORMATION	Phone: Email:
COURSE CODE/NAME ENROLLED	

REASONABLE ADJUSTMENT REQUEST	
Please provide details about your disability, medical condition, or other factors that impact your participation in training or assessment.	
Description of disability/condition/need:	
Specific adjustments or support requested:	
SUPPORTING DOCUMENTATION/MEDICAL EVIDENCE ATTACHED	
<input type="checkbox"/> Psychological Assessments	
<input type="checkbox"/> Letters from Healthcare Providers	
<input type="checkbox"/> Medical Certificates	
<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Not Available	

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STUDENT DECLARATION	
I,, declare that the information provided is accurate and complete to the best of my knowledge. I understand that the information will be used to assist in planning reasonable adjustments for my training and assessment.	
STUDENT SIGNATURE	
DATE	

FOR RTO USE ONLY		
DATE REQUEST RECEIVED		
REVIEW OUTCOME	<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied (Reason):
ADJUSTMENTS TO BE IMPLEMENTED		

APPROVED BY	
NAME	
POSITION	

6 REFERENCES

- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025
- Disability Discrimination Act 1992 (DDA)
- Disability Standards for Education 2005 (DSE)
- AQTF Learner Questionnaire
- PIT-COM-FRM-001 - Student Feedback Form
- PIT-ISS-PLN-001-Reasonable Adjustment Plan V0
- PIT-ISS-GDL-001-Reasonable Adjustment Guideline V0
- PIT-ISS-REG-001- Disability Register V0
- PIT-COM-REG-001-Continuous Improvement Register V0

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