

## **ABS Disability and Accessibility Services: FAQs**

### **Background**

ABS is dedicated to ensuring that all students have equal access to learning.

In accordance with ABS's Student Diversity and Equity [Policy](#) and [Procedure](#) the School is committed to providing supportive pathways for new and existing students with diverse backgrounds and disabilities. Removing barriers and providing tailored support mechanisms will ensure that all students are offered the opportunity to succeed in their chosen course of study.

### **What is an Access Plan?**

An Access Plan is a document created between you as a registered student and ABS. It summarises course adjustment and recommended support services to assist you in succeeding with your studies. Eligibility for these services is determined on an individual need's basis, please see below on 'Who is eligible'.

### **What support is available?**

A variety of adjustments are available including, but not limited to:

- Assistance to complete course application form
- Assignment extensions
- Alternative assignments
- Flexibility in attendance requirements for webinars
- CC captioning of classes (webinars)

ABS support includes:

- Counselling support
- Custom Academic Support via the Success Coaches
- Personal assignment assistance
- The Preparing for Academic Study module (PAS), targeted to prepare students for higher education
- Support to use assistive technology to access course content
- Referral to external services, such as a support worker, may incur a cost to the student and ABS will not be liable for these costs. Where there is cost implication ABS will advise the student accordingly.

## Who is eligible?

To be eligible for an Access Plan and any accessibility support and adjustments you must be:

- A current ABS student.
- Have a health issue, learning difficulty or disability that impacts your ability to study.
- Provide a Health Practitioner Report from your doctor or other relevant health or counselling professional.

## How to complete the Health Practitioner Report?

A report needs to be completed by your doctor or counsellor and include the following:

- Confirmation that you have a diagnosed condition (nature of impairment does not need to be revealed)
- Details on how your situation impacts your ability of study
- Duration of the condition as permanent, ongoing or temporary
- Recommended support services and/or adjustments (optional)
- The report must include your practitioners full name, title, credentials, AHPRA registration number, and date and signature

Please note that ABS does not provide Health Practitioner Report Template.

## How to register?

Please submit your Health Practitioner Report along with a request for an Access Plan to our Student Support team via [absstudentsupport@aim.com.au](mailto:absstudentsupport@aim.com.au) and a member of our team will be in touch with you to organise a consultation session with you to discuss the details of your Access Plan.

## How is my data used?

In accordance with the [ABS Policy on Privacy of Student Information and Records](#), ABS is committed to ensuring confidentiality and privacy in regard to the personal information of students, with the principle of minimum disclosure applied to all academic and administrative practices where a student's personal information is accessed.

To that effect, please note that it is not necessary to disclose the nature of your condition in your Health Practitioner's Report or in the Access Plan. Your Access Plan will be stored in a digitally safe location within our Student Management System where only selected members of the ABS have access to. The Access Plan will be forwarded to facilitators where necessary and where adjustments have been requested.

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AIM Business School  
Ground Floor,  
7 Macquarie Place  
Sydney NSW 2000

