

Central Ringwood Community Centre Inc

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Office Hours:

Mon to Thu 9.00 am - 4.00 pm

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Disability Action Plan **for Central Ringwood Community Centre Inc**

Mission Statement

The Central Ringwood Community Centre Inc provides caring and responsible training, support, integration, education and employment services to any member of the community.

Values

The Central Ringwood Community Centre Inc exists to be a true community facility. Community, by definition, is inclusive and equal: not only encouraging, but actively pursuing participation and inclusion by people of all abilities, nationalities, socio-economic background, gender and age group.

Key Objectives

- To provide an efficient and effective service to the community.
- To remain responsive to community needs in promoting and enhancing community involvement.
- To provide a welcoming environment which recognizes and responds to community needs.
- To ensure services are ongoing and remain relevant to the community.
- To remain a not-for-profit entity, directing income back into the improvement and rejuvenation of equipment and services offered at the Central Ringwood Community Centre Inc .
- To promote an atmosphere of warmth, fun and enjoyment.
- Commitment to best practice in service planning to ensure efficient, coordinated and consumer-focused services are delivered.
- Pursue a key advocacy role in ensuring that core services are available to the community.
- Commitment to providing the community with access to high quality, responsive and integrated services.
- Pursue joint ventures or regional partnerships to encourage resource sharing and a sustainable approach to service delivery.
- Facilitate the development and delivery of a coordinated range of accessible programs and services that address the changing needs of the local community.

In recognition of the fact that members of our community with disabilities may have greater difficulty in accessing our services the Central Ringwood Community Centre Inc . recognises that a Disability Action Plan is needed to address any inequities.

This Action Plan has been developed to meet the requirements of the Commonwealth Disability Discrimination Act (1992) and the Disability Standards for Education (2005)

✱ This action plan will be reviewed by the Committee of Management and staff to ensure that the Plan meets both the intention of the Mission Statement and the legal requirements of the Disability Discrimination Act Education Standards.

Explanation of Terms: Reasonable Adjustment/Reasonable Steps

Where the terms reasonable adjustments and/or reasonable steps have been used the Centre's intentions is that consultation will be encouraged between the Centre and a student with special needs to determine the needs of the student and to be able to reach, where possible, a suitable outcome for the student. Reasonable adjustments will be made and reasonable steps will be taken in consultation with the student on a case by case basis in order that students with disabilities can be accommodated and are given the same opportunities to enrol, attend and be assessed for competence as students without disabilities. Due consideration will be given to factors such as (among others): the need for adjustment, the course pre-requisites, AQTF or other relevant educational standards requirements, the physical needs of the student, physical limitations of the building, equipment, course material, class size, the needs of the other students, possible disruptions to the delivery of the course and their implications, financial implications and limitations, duty of care factors and matters of privacy. In considering all these factors limitations may preclude the Centre from being able to assist the student.

Physical Access

Aim: To provide physical resources to meet the needs of adults/children with disabilities

Objective	Action	Responsible Person	Performance Indicator	Timeframe
To identify any potential issues relating to physical access	❖ Arrange an access audit through Maroondah City Council & Access Audit Australia in order to assess CRCC facilities with regard to the Disability Standards.	Manager & Committee representative	Audit Completed. Required Actions identified.	Before Dec 2006
To ensure the appropriate room is available for Disability Access	Staff to identify students access requirements on enrolment.	Manager	Classes with physically disabled students where possible will be timetabled in rooms 1, 6, 7 or Hall	Ongoing

Enrolment

Aim: Prospective students with disabilities are able to enrol in a course or program, are able to make informed learning choices & are provided with the necessary reasonable adjustments to do so.

Objective	Action	Responsible Person	Performance Indicator	Timeframe
People with disabilities are aware of courses & activities that we offer	Courses to be advertised widely within the local community including local newspapers, libraries and disability organisations. Consultation will take place with Disability organisations to ascertain the best way of achieving the objective.	Manager	Number of enquiries from people with disabilities and disability organisations will be monitored	Ongoing
To ensure that people with disabilities are able to enrol in courses without undue difficulty	❖ Provide Professional Development for Administrative Staff. Revise participant satisfaction surveys to include a question relating to enrolment procedures	Manager & Administrative Staff	People with Disabilities are enrolled in courses. CRCC will monitor the satisfaction surveys for feedback on the enrolment process.	Ongoing
To ensure Students with disabilities are able to participate in the learning experiences, including the assessment & certification requirements of a course or program on the same basis as a student without a disability	Make reasonable adjustments to assist people with disabilities. ❖ Consult with the person with a disability or their carer or parent to ascertain what special equipment will be needed for the student to participate in the course. ❖ Consult with the ACE Disability Network to find out what disability specific resources they are able to provide.	Manager/Administration	Consultation process carried out. Reasonable adjustments made where appropriate.	As required
To ensure that prospective students are informed of any pre-requisite for course participation prior to enrolment	Develop and review programme and course pre-requisite for all courses	Manager	Pre-requisite lists for courses are available to all students.	Dec 2006

Curriculum Development, Accreditation and Delivery

Aim: Ensure that Course Delivery, Learning Activities, and Teaching Materials meet the needs of students with disabilities and the intended educational outcomes including assessment and certification requirements

Objective	Action	Responsible Person	Performance Indicator	Timeframe
To ensure that students with a disability will not be disadvantaged by the course curriculum and delivery strategy	Discuss with the Tutor what steps need to be taken. Reasonable Adjustments will be made to ensure that course delivery, learning activities, teaching materials & assessment tasks are designed to meet the needs of students with disabilities	Manager	Consultation process carried out Reasonable adjustments made where appropriate	Ongoing

Participation and Student Support

- Aim:**
- ❖ Course activities are sufficiently flexible for all students to participate
 - ❖ Learning activities are negotiated (where applicable) agreed on & implemented
 - ❖ Reasonable alternative learning activities are offered where necessary

Objective	Action	Responsible Person	Performance Indicator	Timeframe
The organisation will provide human resources and support services to ensure that a student with a disability can participate on the same basis as students without a disability.	Promote inclusive teaching and support service strategies for staff. Tutors and staff will be trained on a needs basis to gain an understanding of students with special needs.	Manager	Support services are provided to ensure learning outcomes are achieved	As required

Harassment and Victimization

Aim:

- ❖ The Organisation's policies, procedures and codes of conduct for staff and students explicitly prohibit harassment and victimisation on the basis of disability.
- ❖ Complaints procedures are fair, transparent & accountable
- ❖ Staff & students are aware of their rights & responsibilities under Federal Discrimination Act 1992

Objective	Action	Responsible Person	Performance Indicator	Timeframe
People with disabilities feel comfortable in the Community Centre environment and are not subject to victimisation or harassment	Professional Development will be made available to all staff and tutors to raise awareness on issues relating to the Disability Discrimination Act and the Education Standards.	Manager	Number of people with disabilities re-enrolling in courses. Staff and tutors aware of any issues which may arise	Ongoing
The Organisation's policies and procedures allow for any complaint relating to discrimination on the basis of disability to be dealt with in a fair, transparent and accountable manner	Staff, tutors & students to be made aware of the organisation's policies & procedures relating to discrimination through staff induction and tutor information kits and student handbooks. Grievance policy and procedure to be displayed in each training room and in all student handbooks	Manager	Grievances handled according to Central Ringwood Community Centre Inc grievance policy and procedure.	Ongoing