Student Support Services Policy

Document number: S005  
Version: 1

Approved by: Chief Executive officer  
Approval Date: April 2016

Review Date: April 2015  
Author: L. Grant

PURPOSE

Training Evolution has a commitment to providing equity and to eliminating discrimination against students in vocational education and training. People with language, literacy and numeracy problems, a disability and people from a non-English speaking background are encouraged to pursue their vocational education and training goals through participation in the range of programs offered by Training Evolution.

SCOPE

All Training Evolution Staff/Contractors and Students

POLICY

Training Evolution will access appropriate participant support services, and ensure the necessary support services are provided for participants as required. Details of participant support services available for our courses can be obtained by contacting our office on (07) 3393 6946. Students requiring counselling or support should discuss the matter with their Trainer and Assessor. The Trainer and Assessor will assist where possible, and in the event that further action is required, refer the student to the appropriate personnel or alternatively, the student may wish to contact the relevant organisation themselves from the following list:

**Adult English Language, Literacy and Numeracy:**
TAFE Queensland  
Language & Literacy Services  
Phone: 3234 1666  
Or contact your nearest TAFE Institute.

**Learning Disability:**
SPELD  
Phone: 3262 9844  
The Independent Living Centre  
Phone: 3397 1224  
Dyslexia Association of Brisbane  
Phone: 3846 1559

**Deaf and Hearing Impaired:**

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Queensland Deaf Society.
Phone (07) 3356 8255 or
Sign On Phone: 3391 5677

**Vision Impairment:**
Queensland Blind Association
Phone: 3848 8888
Queensland Foundation for the Blind
Phone: 3391 0277
Vision Queensland
Phone: (07) 3391 3686

**Physical Impairment:**
The Independent Living Centre
Phone: (07) 3397 1224
Headway;
Australian Quadriplegic Association (AQA);
Queensland Spastic Welfare League –
Equipment Technology Services
Telephone (07) 3865 4377

**Intellectual Impairment:**
The Independent Living Centre
Phone: (07) 3397 1224

**Psychiatric Difficulty:**
Mental Health Information and Support
Phone: (07) 3358 4988
Queensland Health Mental Health Unit
Phone: (07) 3234 0680

This list of organisations is a selection only; please discuss the matter with Training Evolution if you have any special needs or questions.

**RESPONSIBILITIES**
Chief Executive Officer

**Related Policies / Documents**

**FORMS**

**APPROVAL**

APPROVED BY: .......................................................................................... Chief Executive Officer

Date: ............../............../..............

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