**academic integrity**

**Academic integrity is a commitment to uphold the essential educational requirements of courses. In simple terms, the work of the student must be genuinely their own to ensure they have authentically met the course requirements.**

**access and equity**

Policies and approaches aimed at ensuring education and training is responsive to the diverse and individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes

**assessment**

Process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or curriculum

**assistive technologies**

Adaptive devices that enable people with disability to access technical products and services; they cover a whole range of tools from customised keyboards and speech recognition software to braille computer displays and closed captioning systems

**Australian Skills Quality Authority (ASQA)**

The national regulator for Australia’s VET sector

**student**

A person who is studying at a university or other place of tertiary education.

**disability**

Total or partial loss of the person’s bodily or mental functions (The Disability Act 1992). Describes a person’s impairment of body or function, a limitation in activities or a restriction in participation when interacting with their environment

**learning access plan**

A Learning Access Plan is the formal document used in education and training to detail services, supports and reasonable adjustments and accommodations made available to a student with a disability and / or health condition. A learning access plan is also known as an Individual Learning Plan, Disability Access Plan, Learning Access Plan, Learning Support Plan, Individual Education Access Plan

**educators**   
A person who provides instruction or education. The educator’s role is to facilitate learning through presentation of information, learning activities and guide the learner to achieve a series of learning outcomes. An educator is also known as a teacher, lecturers, tutors, trainers and assessors

**empowerment**

The process of becoming stronger and more confident, especially in controlling one's life and claiming one's rights  
  
**choice and control**

A person’s right to make their own decisions about what is important to them and to decide how they would like to receive their supports and who from

**tertiary education and training**

Generally tertiary education and training is post compulsory education and training and can include adult community education, Vocational education and training, college or university education.

**tertiary provider**An education or training institution who is registered or authorised to provide tertiary education and confers for the completion of a course of study provided wholly or partly.

**higher education**   
Curriculum-based academic education and research in an institution that has authority to award higher level qualifications such as Bachelor or Post Graduate degrees.

**Vocational Education and Training (vet)**   
is based on nationally accredited training packages and qualifications that focus on workplace-specific skills and knowledge-based competencies in a wide range of occupations.

**Adult Community Education (ACE)** is community-based learning programs for adults who face social and economic barriers to participation in formal learning settings. These programs are based on national accredited training packages designed to increase foundation (reading, writing and numeracy) and employability (communication, teamwork, problem solving, self-management, navigating the world of work, interacting with others, and getting the work done) skills.

**equity services**

Equity Services in tertiary education and training are services, supports and tools provided by the education provider to ensure that students receive what they need to be successful in their learning journey. Equity services usually include student services, disability or access and inclusion services and supports, provisions of accessibility tools and software, learning support, counselling services etc. •

**internal support workers**

Individuals employed by the tertiary provider under a contract of employment to provide services and supports to students with disability.

**external support workers**

Individuals who are externally employed (paid and unpaid) by individuals and organisations to provide services and supports to the student with disability whilst on campus completing their tertiary education and training.

**academic/educational support workers**

Academic/Educational Support Workers provide individual assistance to students with disability in order to enhance their learning experience. This support focuses on academic or educational tasks and may involve reading to the student, taking notes in lectures, seminars and tutorials, research and library assistance, one-on-one tutoring, and orientation to the campus, learning management systems and services. Academic or Educational Support Workers do not usually provide personal care to students.

**participation assistants/integration aides**

Participation assistants are responsible for providing support to students with disability to participate in all aspects of campus life not just academic activities. A participation assistant can support a student to participate in group work, extra-curricular activities, orientations, as well as providing support and assistance to the individual to advocate for themselves.

**scribes**

A scribe is a person who writes down a student’s dictated answers in a learning, assessment, and examination activity where the student has trouble producing legible text.

**readers**

The role of a reader is to read verbatim the written directions and test questions to a student who is unable to do so. A reader is not allowed to paraphrase, translate, or embellish the written text in any way, and must abide by the conditions as prescribed by the task e.g. exam or test conditions mean the reader should not engage in any type of communication with the Student undertaking the Exam/Test.

**note takers**

The role of a Notetaker is to record accurate and detailed notes (including diagrams and visual representations) on content delivered in lectures, tutorials, webinars, workshops or other oral presentations for a student.

**personal care assistants/attendant carers**

Personal care assistants provide support in relation to the physical needs of students with disability. Personal Care Assistants (PCAs), also known as care workers, personal care attendants, etc., are employed to aid or support individuals who have personal care needs such as physical mobility requirements, assistance with toileting, meal management, medication management, and therapeutic care needs. Personal Care Assistants do not usually provide support regarding academic activity.

**family members**

Family members may also assist students with disability to access, participate and engage in the tertiary education and training environment. Family members in the role of providing personal care may assist students with disability to access, participate and engage in the tertiary education and training environment. Where family members attend a tertiary campus with a student, they are required to comply with any relevant policies, procedures or requirements that would apply to the student or other external support workers.

**peer support worker**

Peer Support Workers usually provide support to help people manage their mental health and support the individual to advocate for themselves, connecting them to information and resources, sharing their experiences and learnings form those experiences, mentoring, skill building, social support, planning/organisation and role modelling. This position is usually a paid position and would provide the student support outside of the classroom.

**Auslan Interpreters**

An Auslan (Australian Sign Language Interpreter) facilitates communication between students who are deaf, their peers and tertiary staff. Auslan Interpreters are usually engaged via Equity Services and employed under a formal agreement between the with the tertiary provider and Interpreter agency.

**plagiarism   
Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.**

**TEQSA (Tertiary Education Quality and Standards Agency)**

**The national quality assurance and regulatory agency for higher education.**

**copyright**

A legal right created by the law of a country that grants the creator of an original work exclusive rights for its use and distribution, usually only for a limited time; the exclusive rights are not absolute—there are limitations and exceptions to copyright law for certain specified purposes; in Australia, copyright law is set out in the Copyright Act 1968 (Cth); the Commonwealth Attorney-General administers Australian copyright law; copyright law differs greatly between jurisdictions

**educational technology**

Educational technology refers to tools—physical hardware or software—used to facilitate learning, improve performance and assist learners; an example of this may be the use of speech-to-text technology

**inherent requirements**

Inherent requirements are the fundamental parts of a course that must be met by all students for them to be deemed competent; they are the abilities, skills and knowledge students need to complete the course; removal of inherent requirements compromises learning outcomes

**qualification**

Formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs

**reasonable adjustment**

Reasonable adjustment is a legislative term that refers to a measure or action taken by an education provider to enable learners with disability to participate in education and training on the same basis as learners without disability

**curriculum**

**A formal academic plan for the learning experiences of students in pursuit of a degree. Curriculum includes goals for student learning (skills, knowledge and attitudes); content (the subject matter in which learning experiences are embedded); sequence (the order in which concepts are presented); learners; instructional methods and activities; instructional resources (materials and settings); evaluation (methods used to assess student learning as a result of these experiences); and adjustments to teaching and learning processes, based on experience and evaluation**

**training package**

Training packages are developed by Skills Service Organisations (SSOs) to meet the training needs of an industry or a group of industries (training packages were formerly developed by Industry Skills Councils); training packages do not suggest how a learner should be trained—rather, they specify the skills and knowledge required to perform effectively in the workplace

**Universal Design for Learning (UDL)**

Universal Design for Learning (UDL) is a framework to improve and optimise teaching and learning for all people; UDL describes a way of teaching and learning that is flexible and facilitates equal access for learners