



Curriculum Council

Disability Access and Inclusion Plan (DAIP) 2011 – 2016

Document Information	
Responsible officer:	Compliance and Training Officer
Last reviewed:	September 2011
Next review date:	September 2012
Trim number:	TRIM: 2011/13462[v2]

This plan is available upon request in alternative formats such as large print, electronic format (disk or emailed), audio or Braille.

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Introduction

This Disability Access and Inclusion Plan (DAIP) has been developed to ensure people with disabilities can access the services and facilities provided by the Curriculum Council.

The plan will be reviewed, amended as required and will build on the achievements and obstacles identified.

The Disability Access and Inclusion Plan includes:

- information on the Council's facilities and services
- a policy statement about our commitment to addressing the issue of access for people with disabilities, their families and carers
- training for customer service staff regarding services to people with disabilities and consultation with the Disability Services Commission
- the identification of objectives and strategies to overcome barriers that people with disabilities might experience accessing the services of the Council
- expected timelines
- a method of review and evaluation for the plan
- information about how the plan is being communicated to staff and people with disabilities.

Background

Curriculum Council

The Curriculum Council provides services primarily to schools. The goal of the Council is to set curriculum policy directions for Kindergarten to Year 12 schooling in Western Australia. The Council implements a Curriculum Framework, develops and accredits courses for students in years 11 and 12, as well as assessing and certifying student achievement. Services are provided from leased sites in Osborne Park.

Functions, facilities and services (both in-house and contracted) provided by the Curriculum Council

The Curriculum Council provides:

- **Curriculum implementation and maintenance** – the implementation of a Curriculum Framework for schooling which, taking account of the needs of students, sets out the knowledge, understandings, skills, values and attitudes that students are expected to acquire.
- **Course development and approval** – the development and accreditation of courses for senior secondary schooling.
- **Student assessment and certification** – the assessment and certification of student achievement.

Inclusivity standards guide the development of the WACE courses, assessment requirements, examinations and the WACE requirements for graduation. For more information see the current edition of the WACE Manual available on the Council website at www.curriculum.wa.edu.au.

The Council serves:

- students from Kindergarten to Year 12 in every school (government and non-government) in WA and their teachers.
- parents, school administrators, representative bodies of the educational sector and systems, including the Department of Education (DoE), the Catholic Education Office (CEO) and the Association of Independent Schools of WA (AISWA), Department of Training and Workforce Development, training institutions and universities, and the community of Western Australia.

More detail about the Curriculum Council is available on our website at www.curriculum.wa.edu.au.

Planning for better access and inclusion

According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2009), 18.5 per cent of Australians, or about one in five people, identify themselves as having some form of disability.

It is a requirement of the Disability Services Act 1993 that all public authorities develop and implement a Disability Access and Inclusion Plan (DAIP) which outlines the ways in

which the organisation will ensure that people with disabilities have equal access to and inclusion in its functions, facilities and services.

Other legislation underpinning access and inclusion includes the WA Equal Opportunity Act 1984 and the Commonwealth Disability Discrimination Act 1992 (DDA). While action plans are not compulsory under the DDA, they can assist organisations to become more accessible and inclusive, and can provide some clarity during disability discrimination proceedings. A DAIP may also satisfy the DDA's requirements for an action plan.

Progress since 2007

The Curriculum Council is committed to facilitating the inclusion of people with disabilities through the improvement of access to its functions, facilities and services. Towards this goal, the Council adopted its first Disability Service Plan (DSP) in 1995 to address the barriers for people with disabilities wanting to access the Council's functions, facilities and services. The DSP addressed its statutory requirements under the WA Disability Services Act 1993 and its obligations under the Commonwealth Disability Discrimination Act 1992.

In 2007, the Council adopted a new DAIP, which was reviewed annually.

During this time, the Council has implemented many initiatives and made significant progress towards better access and inclusion.

Achievements 2007–11

The DAIP 2007–11 guided many changes to Council's services and facilities.

A Disability Access and Inclusion Committee with wide representation across the agency and chaired by a senior member of staff was established. The following was achieved:

- The Disability Access and Inclusion Plan (DAIP) was publicised through the Curriculum Council e-Circular, in West Australian and published on the agency's intranet and website.
- A special launch of the plan was initiated to raise staff awareness.
- A statement on the website informs users of the availability of information in different formats.
- Council's website includes a link to Council's Complaints Management Policy. Members of the public can lodge complaints through the info@curriculum.wa.edu.au email facility on Council's website.
- The committee continues to monitor website content and accessibility to ensure compliance with State Government Access Guidelines, including text resize facility.
- A checklist has been developed to ensure our planning processes cover the needs of people with disabilities.
- The reception area was renovated to make it more accessible to people with disabilities.
- Customer service officers are regularly trained to ensure that the needs of people with disabilities are met.
- A statement informing contractors of our DAIP and their obligations is included in quotation documentation.

- The committee ensures that there are protocols in place to ensure the Disability Standards for Education 2005 are complied with in Curriculum Council policies and procedures.
- The committee investigated provision of hearing loops or other hearing enhancement devices in meeting rooms.
- A portable hearing loop system was purchased.
- Additional disability parking bays at both Curriculum Council buildings (27 and 28 Walters Drive) have been allocated.
- Regular checks are completed on the use of parking bays for people with disabilities, keeping reception area and pathways clear of obstructions.
- A ramp and a lift have been installed at 28 Walters Drive.
- Awareness of staff is raised by information published regularly on the intranet and in the staff newsletter.
- Council's DAIP is discussed as part of the induction of all new staff.

Access and inclusion policy statement for people with disabilities, their families and carers

The Curriculum Council is committed to:

- ensuring that people with disabilities, their families, carers and associates are able to fully access the range of Council functions, facilities and services (both in-house and contracted), providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.
- ensuring that people with disabilities are given the opportunity to make the most of their educational opportunities.
- recognising that people with disabilities are valued members of the community who make a variety of contributions to social, economic and cultural life.
- consulting with people with disabilities, their families, carers and associates, and where required, relevant community groups and organisations to ensure that barriers to access and inclusion are addressed appropriately.
- ensuring that its agents and contractors work towards the desired access and inclusion outcomes in the DAIP.

The Curriculum Council is committed to achieving the seven desired outcomes of its DAIP. These are:

1. people with disabilities have the same opportunities as other people to access the services of, and any events organised by, the Council.
2. people with disabilities have the same opportunities as other people to access the buildings and other facilities of the Council.
3. people with disabilities receive information from the Council in a format that will enable them to access the information as readily as other people are able to access it.
4. people with disabilities receive the same level and quality of service from the staff of the Council as other people.
5. people with disabilities have the same opportunities as other people to make complaints to the Council.
6. people with disabilities have the same opportunities as other people to participate in any public consultation by the Council.
7. people with disabilities have equal opportunity in employment practices.

Development of the Disability Access and Inclusion Plan (DAIP)

Responsibility for the planning process

A joint Disability Access and Inclusion Planning Committee of the Curriculum Council (CC) and Department of Education Services (DES) was established in September 2006 comprising one representative from each section of the Council and the Department. This joint committee was responsible for overseeing the initial development of a combined CC/DES plan for the period 2007–11. Subsequently, as a result of a number of changes within the Council and the Department, the joint DAIP Committee separated and individual committees finalised each DAIP and was responsible for monitoring and evaluating their plans. The Council also established a working party of four representatives to examine obligations in relation to the Disability Standards in Education formulated under the Commonwealth Disability Discrimination Act 1992 to ensure they were included in the DAIP.

The new draft plan for 2011–16 was developed by the Council's DAIP committee in 2011 and was chaired by a senior manager.

Consultation process

The draft plan was advertised for comment with stakeholders for three weeks in August 2011. The request for feedback was advertised through Council's WACE Circular and on the Council website and intranet.

Findings of the consultation

The Council did not receive any feedback.

Responsibility for implementing the DAIP

It is a requirement of the Disability Services Act 1993 that public authorities must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Accordingly, some actions in the implementation plan apply to all areas of the Council while others may apply to a specific area. The implementation plan sets out who is responsible for each individual action under each broad strategy. The DAIP Committee guides the overall implementation of the plan in consultation with the Executive Group of the Council.

The Council informs 'agents and contractors' of their responsibilities under the DAIP and continues to encourage best practice in the accessible provision of services to people with disabilities.

It is the responsibility of all staff to ensure people with disabilities can access the services and services provided by the Council.

Communicating the plan to staff and people with disabilities

The DAIP has been formally endorsed by the Executive Group of the Council and promoted through The West Australian newspaper. It is available to the community through the Council website at www.curriculum.wa.edu.au. It is also be available to staff through the Council intranet.

As the plan is amended, staff and the community will be advised through the Council website. The plan is available upon request in alternative formats such as large print, electronic format (disc or email) and audio.

Review and evaluation mechanisms

The Disability Services Act 1993 sets out the minimum review requirements for the Council in relation to DAIPs. The Council's DAIP is reviewed at least every five years, in accordance with the Act. The DAIP Implementation Plan is updated annually to reflect progress and address remaining access and inclusion issues. As and when the DAIP is amended, a copy of the amended plan is lodged with the Disability Services Commission.

Review and monitoring:

- The DAIP Committee meets every four months in the first year, and as required thereafter, to review progress on the implementation of DAIP strategies.
- A review report of what was achieved through the Council DAIP 2007–11 is included in the DAIP 2011–16.
- A review report of what was achieved through the Council DAIP 2011–16 will be included in the DAIP 2016–20, to be submitted in 2020.
- A description of DAIP activities undertaken are included each year in the Curriculum Council Annual Report.
- The DAIP Committee prepares the DAIP progress report which is required to be submitted to the Disability Services Commission each year. This report is aggregated with the progress reports of other public authorities to provide a State-wide DAIP progress report for the Minister for Disability Services.

Evaluation:

- Any reports on the disability access and inclusion implementation process are endorsed by the Executive Group of the Council.
- Once a year, before 31 July, Council provides advice regarding the progress of the DAIP as requested by Disability Services Commission.
- The DAIP is placed on Council's website and Council monitors any feedback received.
- Council staff are requested to provide feedback on the progress of the strategies and to make suggestions for improvement.

Reporting on the DAIP

The Disability Services Act 1993 sets out the minimum reporting requirements for public authorities in relation to DAIPs.

The Council reports on the implementation of its DAIP through its Annual Report and the prescribed progress report template to the Disability Service Commission by 31 July each year, outlining:

- progress towards the desired outcomes of its DAIP
- the progress of its agents and contractors toward meeting the six desired outcomes
- the strategies used to inform agents and contractors of the DAIP.

Strategies to improve access and inclusion

Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the Curriculum Council.

Strategy	Timeline
1.1 Establish a Disability Access and Inclusion committee to guide and monitor implementation of DAIP activities. Members of the committee to contribute to Council reference groups in order to promote accessibility.	March 2011
1.2 Provide opportunities for people with disabilities to comment on access to services and advice provided by the Council.	July 2011
1.3 Planning to ensure events are accessible for people with disabilities.	Completed and continually monitored
1.4 Ensure that agents and contractors are aware of their requirements under the DAIP.	As required
1.5 Ensure that the 'Disability Standards for Education 2005' (and subsequent reviews) are complied with in the policies and procedures developed by the Curriculum Council.	July annually

Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Curriculum Council.

Strategy	Timeline
2.1 Ensure, as far as practical, that all current buildings have facilities which are physically accessible to people with disabilities.	Completed and continually monitored
2.2 Ensure, as far as is practical, that all future premises leased by the Council and other infrastructure are accessible to people with disabilities.	As required
2.3 Ensure adequate ACROD parking to meet the needs of people with disabilities in terms of quantity and location.	Completed and continually monitored

Outcome 3: People with disabilities receive information from the Curriculum Council in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Timeline
3.1 Improve community awareness that Council information can be made available in alternative formats on request.	Completed and continually monitored
3.2 Ensure the Council's websites (including the intranet) meets contemporary best practice.	Completed and continually monitored
3.3 Ensure all documents are easily accessible and written in language appropriate to their target audience.	Completed and continually monitored

Outcome 4: People with disabilities receive the same level and quality of service from the staff of the Curriculum Council as other people.

Strategy	Timeline
4.1 Raise staff awareness of disability and access issues and improve skills to provide quality service to people with disabilities.	Ongoing
4.2 Improve the awareness of new Council staff about disability and access issues.	Ongoing
4.3 Provide training for direct service staff (including front desk reception staff) to provide a quality service to people with disabilities.	Completed and reviewed as required

Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the Curriculum Council.

Strategy	Timeline
5.1 Review the various complaints processes to ensure they are clearly stated and easily accessible to meet the needs of people with disabilities.	Continually monitored
5.2 Ensure staff are trained and motivated to provide pro-active service so they can facilitate the receipt of complaints from people with a disability.	Continually monitored

Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the Curriculum Council.

Strategy	Timeline
6.1 Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	Continually monitored
6.2 Improve awareness and access for people with disabilities to the established consultative processes of the Curriculum Council.	Continually monitored

Outcome 7: People with disabilities have equal opportunity in employment practices.

Strategy	Timeline
7.1 Enhance the employment of people with disabilities and medical conditions through the provision of employment practices and continuing staff disability awareness programs.	January 2012
7.2 Review guidelines for staff interviews and employing people to ensure they meet Equal Employment Opportunity principles	February 2012
7.3 Members of employment panels to undertake Equal Opportunity awareness training and be made aware of direct and indirect discrimination practices.	March 2012
7.4 Ensure that all staff are provided with reasonable accommodation to carry out the duties of their job, if required.	As required
7.5 Provide entry level employment and pathways through on-the-job training opportunities (e.g. work experience placements for people with disabilities, casual work etc).	June 2012



DAIP feedback form

The Curriculum Council is interested in your feedback and comments regarding its Disability Access and Inclusion Plan (DAIP). Your feedback will be welcome at any time and will be treated with the strictest confidence.

1. Have you experienced any barriers to access that we have not identified in the DAIP?

Situation

.....
.....

Difficulty

.....
.....

2. Is there an initiative that you would like to compliment us on?

Initiative

.....
.....

Why do you think it is a good initiative?

.....
.....

3. Do you have any other comments or suggestions as to how we can improve access to our services, information or facilities?

.....
.....
.....

4. To help us analyse your comments, please tick which category best describes your interest in our Disability Access and Inclusion Plan 2011–1016.

- Customer with a disability
- Carer
- Disability service provider
- Other (please specify)
- Curriculum Council staff member
- Curriculum Council contractor
- Curriculum Council service provider

Please return your completed response to:
Curriculum Council
27 Walters Drive
OSBORNE PARK WA 6017

Fax: (08) 9273 6301

Thank you for your participation.