



Knox Learning Alliance - Disability Action Plan

The five neighbourhood houses and learning centres that make up the Knox Learning Alliance welcome all members of the community.

The Knox Learning Alliance has developed this Disability Action Plan to ensure that people with disabilities are treated with dignity and respect, and can fully participate in their courses, programs and events.

This Disability Action Plan sets out a three-year plan of goals and strategies focussing on:

- Staff, board/committee & volunteers
- Physical access - buildings & facilities
- Publications, information & events
- Communications & Information Technology
- Learning, teaching & participation
- Occupational health & safety.

This Disability Action Plan is monitored and reviewed each year, and evaluated and rewritten every three years. It has three parts: this overview, an annual Operational Plan that sets out day-to-day tasks, responsibilities, measures and timelines, plus a checklist.

Goal 1: Staff, board/committee & other volunteers	
<p>Our staff and volunteers understand Australia's disability discrimination legislation & how we comply with this</p> <p>>></p>	Strategy
	Include disability awareness in induction programs and three month review for all new staff, board/committee and other volunteers
	Provide annual disability awareness and related training to all staff, board/committee and volunteers
	Consult with people with disabilities, carers and providers
	Maintain strong connections with Knox City Council & associated groups
	Embed disability inclusion initiatives in governance processes

<<	Strengthen recruitment to support inclusion of people with disabilities
	Monitor and review Disability Action Plan and feedback

Goal 2: Physical access – buildings & facilities	
That our buildings, facilities and grounds are accessible to people with disabilities	Strategy
	Regular access audits by external auditors
	Implement hazard reporting system
	Plan for improved access in all renovations
	Provide appropriate spaces & parking places to support inclusion
	Source funding for additional access improvements

Goal 3: Publications, information & events	
That people with disabilities can access all our information and attend all our activities	Strategy
	Work towards best practice in accessibility in all print and online communications
	Conduct communications audit
	Improve communications tools & processes to support inclusion

Goal 4: Communications & Information Technology	
That our IT facilities are accessible and meet the specific needs of people with disabilities	Strategy
	Support the provision of accessible IT equipment
	Keep up-to-date with assistive technology
	Maintain networks with disability advocates & identify specific needs of people with disabilities

Goal 5: Learning, teaching & participation	
That our courses, programs & events support people with disabilities to build skills, access learning pathways and participate in social opportunities	Strategy
	Provide safe, private space for discussions & interviews
	Review enrolment and assessment process
	Recruit and retain disability-aware trained staff & tutors
	Improve diversity of courses offered

Goal 6: Occupational health & safety	
That we meet the health and safety needs of all participants and carers who attend our programs	Strategy
	Ensure OH&S processes follow best practice guidelines & processes
	Manage disclosures safely & appropriately

KLA Disability Action Plan written July 2018 Monitor & review: July 2019 July 2020 Evaluate and rewrite: July 2021