

BSB50420

Diploma of Leadership & Management

# RPL Learning Pathway

Application Pack



Centre for Community Welfare Training



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## Welcome to CCWT

The Diploma of Leadership and Management is nationally recognised, so you can use it to gain work across Australia. Nationally recognised qualifications can only be delivered by a registered training organisation (RTO). **CCWT** is the learning and development arm of the *RTO Association of Children's Welfare Agencies (ACWA \_ RTO number 90494)*.

Please read through this information package carefully. If you have any questions, we can provide additional information and help you with the selection process.

Contact us to discuss your application further email:

[lesley@acwa.asn.au](mailto:lesley@acwa.asn.au)

## Qualification Overview

### Who is this qualification designed for?

Workers who undertake this qualification generally work as managers in community service organisations, however, it is transferable across sectors. They work independently and report to executive management or Boards and may supervise other staff or be responsible for managing a team. These workers have input into the development of policies, procedures, budgets and operational plans.

### What is Recognition of Prior Learning (RPL)?

RPL is an assessment tool that recognises your current and prior knowledge/skills and measures it against what is needed to meet the learning outcomes and standards of the qualification. It means that you do not have to learn in a training setting what you already know or do.

### What are the advantages of RPL?

You don't have to sit through training courses or assessment tasks that you have already done before. It is normally less expensive than a learning pathway. You can therefore spend your training budget and time on different training.

### Am I a RPL candidate?

If you have the skills and knowledge in 12 units of competency then the answer is yes. To help you decide, please fill in the Self-Assessment Checklist which is on our website [www.acwa.asn.au](http://www.acwa.asn.au)

We can also send you a copy. As a guide we believe that you will need a minimum of three (3) years' experience in a management role.

## Are there any prerequisites?

There are no prerequisites for this Diploma however you will need to complete a LLN (Language, Literacy, Numeracy) tool and a Self-Assessment Checklist.

## The RPL Workshop

### What is the structure of the workshop?

The RPL workshop is made up of 3 x 4 hour zoom sessions. Each session is approximately 2 weeks apart.

Outside of these sessions 3 days you will need to complete assessments associated with the workshop as well as 2 elective units.

### What are the dates, times & location of the workshop?

Currently CCWT offers these sessions as ½ (half) days (9.30-1.30pm) via Zoom.

**There will be 2 RPL workshops to choose from for 2023. These are:**

| RPL Workshop 1            | Time            | Delivery Mode   |
|---------------------------|-----------------|-----------------|
| <b>Session 1: May 22</b>  | 9.30am – 1.30pm | Online delivery |
| <b>Session 2: June 7</b>  | 9.30am – 1.30pm | Online delivery |
| <b>Session 3: June 14</b> | 9.30am – 1.30pm | Online delivery |

or

| RPL Workshop 2                | Time          | Delivery Mode   |
|-------------------------------|---------------|-----------------|
| <b>Session 1: October 31</b>  | 9.30am-1.30pm | Online delivery |
| <b>Session 2: November 7</b>  | 9.30am-1.30pm | Online delivery |
| <b>Session 3: November 27</b> | 9.30am-1.30pm | Online delivery |

**You must be able to attend all 3 sessions fully of your nominated workshop.**

### What subjects will I cover in the workshop?

To complete the Diploma, you will need to achieve twelve (12) units of competency. Six (6) of these are core units, which must be completed.

## **The RPL workshop will cover 10 units. These are:**

|           |   |
|-----------|---|
| BSBLDR522 | Manage people performance                                     |
| BSBOPS502 | Manage business operational plans (Core unit)                 |
| BSBTWK502 | Manage team effectiveness (Core unit)                         |
| BSBLDR523 | Lead and manage effective workplace relationships (Core unit) |
| BSBPEF502 | Develop and use emotional intelligence (Core unit)            |
| BSBCMM511 | Communicate with influence (Core unit)                        |
| BSBCRT511 | Develop critical thinking in others (Core unit)               |
| CHCMGT005 | Facilitate workplace debriefing & support process             |

## **Two units will be completed as take-home projects**

|           |  |
|-----------|--|
| BSBSTR502 | Facilitate continuous improvement            |
| BSBPEF501 | Manage personal and professional development |

## **How do I select my remaining 2 units of competency?**

**CCWT offers a range of elective units that you can choose to complete your Diploma. These are:**

|           |   |
|-----------|---|
| BSBFIM501 | Manage budgets and financial plans      |
| BSBWHS521 | Ensure a safe workplace for a work area |
| BSBCMM412 | Lead difficult conversations            |
| BSBTWK503 | Manage meetings (RPL only)              |

**These can be completed as RPL or a Learning Distance Kit.**

## **What happens in the workshop?**

Once you have applied and been accepted, we will send pre-workshop resources which will help you prepare for the RPL workshop. In the workshop, you and other Diploma participants will demonstrate your skills and knowledge in 10 units of your Diploma.

An assessor will determine if you are competent and give you feedback. The assessor will identify any gaps in competency and plan with you how to address them.

## Is there preparation for the workshop and homework?

Yes ... some. Before each RPL workshop session you will receive a set of pre readings, which you will be required to complete prior to your workshop. While many assessments are completed in the RPL workshop, there will be some assessments that you need to complete outside each session and in preparation for the next.

You will also be required to complete a two take home projects, one on Continuous Improvement and one on your own professional development. These can be done at any time.

**Please note:** there are always resubmissions, although these are usually small.

## When do I complete my 2 elective units?

Up to you. These can be completed before, in between or after the RPL workshop.

## Credit Transfers

If you have any Diploma qualifications, some of those units may be mapped over to the Diploma of Leadership and Management. This is restricted if your qualification is from another Training Package e.g., Community Services. Talk over credit transfers with CCWT.

## How long will it take me to achieve the Diploma?

This really depends on you and submitting your assessments. The Diploma RPL workshop pathway is usually 6–12 months.

## How much does it cost?

**Cost:** \$2200

This includes pre-readings, the 3 sessions of RPL workshops, your two take-home projects, your 2 nominated elective units, assessment material and 2 resubmissions per assessment. Please note that further resubmissions will attract a \$50 fee.

The fee that you pay is applicable for this two-year period. After this period, you will need to pay an extension fee of \$300 to pay for a six month's extension.

## How do I enrol?

Send in the Self-Assessment Checklist and the Application Form with other required documents as outlined in the application. This is available on our website:

<https://www.acwa.asn.au/ccwt/bsb50420-diploma-of-leadership-and-management/>

Or we will send you a copy on request.

## Are there other ways for me to obtain my Diploma?

If the RPL workshop is not for you may wish to consider either RPL by Portfolio or the Module Learning Pathway towards obtaining your qualification. Contact CCWT to discuss.

## What do I need to provide?

You simply need access to a computer and the internet and have basic computing skills to complete the assessments.

## Pre-Enrolment booklet

The Pre-Enrolment Booklet gives you an overview of the terms and conditions for your training and assessment program. We are required to make this information available for you prior to registration and it will be emailed to you as part of your enrolment. For more detailed information see the Student Information Handbook (which will also be emailed to you as part of your enrolment).

## The Student Information Handbook

Our Student Information Handbook contains useful general information about undertaking training and assessment with us, including:

- Your privacy
- Assessment arrangements
- Issuing of certification documents
- Access, equity and support
- Your health and safety
- Student conduct
- Providing feedback

## Complaints and appeals

This will be contained in the Student Information Handbook.

## Application Form

I understand that by lodging this Application Form, I am agreeing to CCWT's Terms and Conditions that can be found on our website:

<https://www.acwa.asn.au/ccwt/terms-and-conditions/>

Please note the refund conditions in particular.

## Privacy Notice

When ACWA enrolls students into qualifications we are required to collect certain information and to obtain permission to use this information in certain ways. Please complete all parts of this form, save it with your name in the title, and email to:

[assessment@acwa.asn.au](mailto:assessment@acwa.asn.au)

If you have any questions, please contact Yasmin Stein on: 02 8974 9825

## Consent to use and disclosure of personal information

I,  
(first, middle and last name)

Of,  
(current residential address)

With date of birth

understand and agree that, under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, the Association of Children's Welfare Agencies (trading as the Centre for Community Welfare Training), is required to collect personal information (information or an opinion about me), collected from me, my parent or my guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research (Ltd).

My Personal Information (including the personal information contained on this enrolment form and my training activity data), may be used or disclosed by CCWT for statistical, regulatory and research purposes. CCWT may disclose my personal information for these purposes to third parties including:

- School—if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer—if I am enrolled in training paid by my employer
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Education (**the Department**), and
- NCVER
- Organisations (including the Department) conducting student surveys, and
- Researchers

Personal information that has been disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment of VET Qualification; and populating Authenticated VET Transcripts
- Facilitating statistics and research relating to education, including surveys
- Understanding how the VET market operates, for policy, workforce planning and consumer information
- Administering VET, including program administration, regulation, monitoring and evaluation

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose my Personal Information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).



The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone, email or post, during or after I have ceased subsidised training with CCWT for the purposes of evaluating and assessing my subsidised training.

I declare that the information I have provided is to the best of my knowledge true and correct.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

PRINT FULL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Personal details

### 1. Name

|       |  |             |  |             |  |
|-------|--|-------------|--|-------------|--|
| Title |  | First names |  | Family name |  |
|-------|--|-------------|--|-------------|--|

Please enter the name you used when you applied for your Unique Student Identifier (USI) including any middle names. If you do not have a USI please go to [www.usi.gov.au](http://www.usi.gov.au) and follow the prompts to apply for one.

### 2. USI

Please enter your USI. If you do not have a USI please go to [www.usi.gov.au](http://www.usi.gov.au) and follow the prompts to apply for one.

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Tick this box to consent to CCWT verifying your USI. As an RTO we are required to verify your USI with the USI Registry System to ensure the USI number you have supplied is valid and matches with your personal information. We can only issue you with qualification certification if we have a valid USI for you.

### 3. Date of Birth

### 4. Gender (please tick one)

|                  |  |        |                                 |                               |                                |
|------------------|--|--------|---------------------------------|-------------------------------|--------------------------------|
| (day/month/year) |  | Gender | Female <input type="checkbox"/> | Male <input type="checkbox"/> | Other <input type="checkbox"/> |
|------------------|--|--------|---------------------------------|-------------------------------|--------------------------------|

### 5. Contact Details

|        |  |                 |  |            |  |
|--------|--|-----------------|--|------------|--|
| Mobile |  | Work phone      |  | Home phone |  |
| Email  |  | Alternate email |  |            |  |

### 6. Usual address of residence

Please provide the physical address (i.e. street number and name, not postal address)

|                        |  |       |  |        |  |
|------------------------|--|-------|--|--------|--|
| Building/property name |  |       |  |        |  |
| Flat/unit              |  |       |  |        |  |
| Street or lot number   |  |       |  |        |  |
| Street name            |  |       |  |        |  |
| Suburb                 |  | State |  | P/code |  |

**7. What is your postal address (if different from the above)?**

|                        |  |       |  |        |  |
|------------------------|--|-------|--|--------|--|
| Building/property name |  |       |  |        |  |
| Flat/unit              |  |       |  |        |  |
| Street or lot number   |  |       |  |        |  |
| Street name            |  |       |  |        |  |
| Suburb                 |  | State |  | P/code |  |

**Language and cultural diversity**

**8. In which country were you born?**

|                          |                         |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Australia               |
| <input type="checkbox"/> | Other – please specify: |

**9. Do you speak a language other than English at home?**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | No, English only                            |
| <input type="checkbox"/> | Yes – please specify the language/s spoken: |

**10. Are you of Aboriginal or Torres Strait Islander background?**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | No   |
| <input type="checkbox"/> | Yes, Aboriginal                                |
| <input type="checkbox"/> | Yes, Torres Strait Islander                    |
| <input type="checkbox"/> | Yes, both Aboriginal or Torres Strait Islander |

**Special needs**

**11. Do you consider yourself to have a disability, impairment or long-term condition?**

To help you respond please refer to the Disability Supplement on page 21.

|                              |  |
|------------------------------|--|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> <b>Go to question 13</b> |
|------------------------------|--|

**12. If yes, please indicate the areas of disability, impairment or long-term condition**

**Note:** You may indicate more than one area. Please refer to the Disability Supplement on page 21 of this form for an explanation of the following disabilities:

|                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Hearing/deaf              |
| <input type="checkbox"/> | Physical                  |
| <input type="checkbox"/> | Intellectual              |
| <input type="checkbox"/> | Learning                  |
| <input type="checkbox"/> | Mental illness            |
| <input type="checkbox"/> | Acquired brain impairment |
| <input type="checkbox"/> | Vision                    |
| <input type="checkbox"/> | Medical condition         |
| <input type="checkbox"/> | Other                     |

Please describe any special assistance you will require during training and/or assessment:

### Educational background

#### 13. What was the highest COMPLETED school level

(Tick ONE box only)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Completed Year 12 or equivalent                  |
| <input type="checkbox"/> | Completed Year 11 or equivalent                  |
| <input type="checkbox"/> | Completed Year 10 or equivalent                  |
| <input type="checkbox"/> | Completed Year 9 or equivalent                   |
| <input type="checkbox"/> | Completed year 8 or below                        |
| <input type="checkbox"/> | Never attended school – <b>Go to question 15</b> |

#### 14. Are you still enrolled in secondary or senior secondary education?

|                              |                             |
|------------------------------|-----------------------------|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|------------------------------|-----------------------------|

### Previous qualifications achieved

#### 15. Have you SUCCESSFULLY completed any of the qualifications listed in question 16?

|                              |  |
|------------------------------|--|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> <b>Go to question 17</b> |
|------------------------------|--|

#### 16. If YES please tick ANY applicable boxes:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Bachelor degree or higher degree   |
| <input type="checkbox"/> | Advanced diploma or associate degree   |
| <input type="checkbox"/> | Diploma or associate diploma   |
| <input type="checkbox"/> | Certificate IV or advanced trade certificate/technician                              |
| <input type="checkbox"/> | Certificate III or trade certificate   |
| <input type="checkbox"/> | Certificate II   |
| <input type="checkbox"/> | Certificate I  |
| <input type="checkbox"/> | Other education (including certificates or overseas qualifications not listed above) |

### Employment

#### 17. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Full-time employee (i.e. 35 hours or more per week includes casual employment)   |
| <input type="checkbox"/> | Part time employee (i.e. Less than 35 hours per week includes casual employment) |
| <input type="checkbox"/> | Self-employed – not employing others   |
| <input type="checkbox"/> | Self-employed – employing others   |
| <input type="checkbox"/> | Employed – unpaid worker in a family business                                    |

|                          |                                       |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Unemployed – seeking full-time work   |
| <input type="checkbox"/> | Unemployed – seeking part-time work   |
| <input type="checkbox"/> | Not employed – not seeking employment |

### Study reason

18. From the following categories, which BEST describes the main reason you are undertaking this course?

(Tick ONE box only)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | To get a job                              |
| <input type="checkbox"/> | To develop my existing business           |
| <input type="checkbox"/> | To start my own business                  |
| <input type="checkbox"/> | To try for a different career             |
| <input type="checkbox"/> | I wanted extra skills for my job          |
| <input type="checkbox"/> | To get a better job or promotion          |
| <input type="checkbox"/> | It was a requirement of my job            |
| <input type="checkbox"/> | I wanted extra skills for my job          |
| <input type="checkbox"/> | To get into another course of study       |
| <input type="checkbox"/> | For personal interest or self-development |
| <input type="checkbox"/> | Other reasons                             |

**Employment:**

|  |  |
|--|--|
| Name of organisation                         |  |
| Program or team<br>(if different from above) |  |
| Your position                                |  |

**Fees and payment:**

| Payment details  |       |        |
|--|-------|--------|
| Payment will be for the Module Learning Pathway (excluding optional facilitated workshops)<br>Please note: CCWT does not require full payment up front if an <b>individual</b> is paying qualification<br><b>The payment schedule is:</b><br>1st instalment of <b>\$1000</b> — on enrolment<br>2nd instalment of up to <b>\$1000</b> — due mid Diploma<br>3rd instalment of remaining payment <b>\$200</b> — due on completion of diploma<br><b>If your organisation is paying, the full amount (\$2200) can be paid upfront</b> |       |        |
| CCWT will invoice you for all payments. The invoice can then be paid by cheque, credit card (Visa or MasterCard), direct deposit.  |       |        |
| Who should be invoiced for this enrolment?   |       |        |
| <input type="checkbox"/> Myself (Invoice will be in your name and sent to the email address you provided)  |       |        |
| <input type="checkbox"/> My organisation   | Name: | Email: |
| <input type="checkbox"/> Someone else at my organisation   | Name: | Email: |

**Please note:** the person who is named on the invoice is legally responsible for the payment of the invoice. If your employer is paying for you to undertake the qualification you should have the invoice made out to your employer.

**List any units you may like to apply for credit transfer**

|   |
|---|
|   |
| Please attach a copy of your transcript and record of achievement with your application. There is no fee for a credit transfer. Please note that we can only offer credit transfers based on the requirements of the Diploma. |

**List any units you may like to apply for RPL**

|  |
|--|
| These units maybe from either the compulsory or elective unit list. RPL is \$175 per unit. |
|  |

## RPL or Distance Kit?

RPL is Recognition of Prior Learning. It assumes that you have all the skills and knowledge in the unit you have selected. A Learning Pathway assumes that you don't. In a Learning Pathway we will give you a **Distance Kit** with readings and activities as well as assessment tasks. In **RPL**, we will give you a list of evidence that you need to collect from your workplace to show that you are undertaking all the areas needed to cover the unit. In both cases all parts of a unit must be deemed Competent.

When you choose a unit think about the following:

- Do I do this as part of my job already?
- Have I been doing this for least 3 years?

If the answer is **Yes** to both, then you may wish to consider RPL. If the answer is **No**, then Distance is your best choice.

### Select your 2 elective units:

| Unit   | Pathway<br>(please tick your selection)                            |
|--|--|
| BSBFIN501    Manage budgets and financial plans      | <input type="checkbox"/> Distance Kit <input type="checkbox"/> RPL |
| BSBWHS521    Ensure a safe workplace for a work area | <input type="checkbox"/> Distance Kit <input type="checkbox"/> RPL |
| BSBCMM412    Lead difficult conversations            | <input type="checkbox"/> Distance Kit <input type="checkbox"/> RPL |
| BSBTWK503    Manage meetings                         | <input type="checkbox"/> RPL                                       |

### When do I complete my other 2 units?

That's up to you. These can be completed before or after the RPL workshop.

## Documentation

### Please attach the following:

|  |
|--|
| Application form (pages 8 to 14)                             |
| Self-Assessment Checklist + LLN Questions (separate booklet) |
| Current Resume (if available)                                |
| Previous transcripts and credit transfers (if available)     |

Please return your application form and required documentation to:

**Leadership Manager**  
[lesley@acwa.asn.au](mailto:lesley@acwa.asn.au)

## Terms and Conditions

By lodging this Application Form, you are agreeing to CCWT's Terms and Conditions:

### Course Attendance

It is essential to attend all sessions of the workshops for the full duration.

### What does my course fee cover?

Course fees include:

- Course attendance and distance resources
- Assessment materials
- Support provided by the Program Coordinator
- Assessment services — if more than two attempts are needed an additional fee of \$50 per unit will apply
- Relevant certification, that is, Statement of Attainment, or Diploma

It is important that assessment tasks are submitted by the due date given by the trainer/assessor, or that you apply for an extension. Generally, there is no problem with gaining an extension, but it is essential to request one. You can request an extension by contacting the Program Coordinator or emailing in a completed Extension Request Form (found in your Student Handbook). This will be emailed at the time of your enrolment.

If completed assessment tasks are not received within six months from the completion of the workshop, and an extension has not been arranged, a further fee of \$50 per unit will be charged. This fee must be paid when you lodge late assessment tasks.

**Course fees remain valid until 9 December 2022. After this date, 2023 course fees will apply.**

### Receipts

Please note that invoices and receipts are only issued on request.

### Refunds

Once your registration is processed, we will refund 75% of the course fees provided that you notify us in writing two weeks before the commencement of your first workshop. Course fees are not refundable after the first workshop that you attend, except in the case of illness or misadventure as stated below.

A pro-rata refund will be considered if a medical certificate is provided in the event of an illness or misadventure. Any requests for refunds or changes to your enrolment or attendance preferences must be made in writing.

### Course Cancellations/Postponements

CCWT does all it can to ensure that courses run in accordance with the course schedule, however CCWT also reserves the right to alter any arrangements, including course cancellations. In the event of a course cancellation, CCWT will negotiate a mutually satisfying arrangement. This may include registration into the same workshop at a different time, registration into a similar workshop, completion of distance packages, and/or personal support from a CCWT trainer/assessor.

## Disability Supplement

The purpose of the Disability Supplement is to provide additional information to assist with answering the disability question.

**If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

### **‘11 – Hearing/deaf’**

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

### **‘12 – Physical’**

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

### **‘13 – Intellectual’**

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

### **‘14 – Learning’**

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

### **‘15 – Mental illness’**

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

### **‘16 – Acquired brain impairment’**

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability, or psychosocial maladjustment.

### **‘17 – Vision’**

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

### **‘18 – Medical condition’**

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes.