



WORKING WITH A PRACTICAL ASSISTANT

Western Sydney University's Disability Service employs Practical Assistants to support students with a disability who, for various reasons, are unable to physically complete academic tasks that are essential to meet academic requirements. Support may be provided in timetabled laboratories, clinical labs, computer labs, or outside of class in the campus library or other venues on campus.

Where appropriate, students with a disability or chronic health condition are allocated a Practical Assistant for an approved number of hours. The number of hours provided will depend upon the student's workload and requirements in each session and will change if their study load changes.

Practical Assistants will be provided with a position description stipulating the work to be undertaken. This specific set of instructions is developed by the Disability Service in consultation with the student. Disability Advisors periodically review the position descriptions - usually every six months. It is important for students to contact their Disability Advisor if they no longer require practical assistance.

What to expect



Confirmation from Disability Support

- If out-of-class support is required, Disability Support staff will assign a Practical Assistant. The Practical Assistant will email the student via their Western student email account to arrange a schedule for the out-of-class support.



Practical Assistants provide

- A Practical Assistant will provide students with practical support as outlined in the Position Description developed by the Disability Advisor and the student.
- If students are unable to meet with their Practical Assistant at the agreed day and time, they should contact Disability Support on **1300 688 370 (option 5)** or email disabilitysupport@westernsydney.edu.au
- If a Practical Assistant has not arrived to meet with a student within 20 minutes prior to a class starting, the student should contact Disability Support immediately on **1300 688 370 (option 5)**.

PLEASE NOTE

- All queries need to be directed to Disability Support on **1300 688 370 (option 5)** or by emailing disabilitysupport@westernsydney.edu.au . **At no time should students exchange mobile or home phone numbers with their Practical Assistant.**
- We strongly encourage students to provide a minimum of 24 hours' notice for cancellations
- If students no longer require practical assistance, they must advise their Disability Advisor as soon as possible and email disabilitysupport@westernsydney.edu.au