

# WESTERN SYDNEY UNIVERSITY



## WORKING WITH A PRACTICAL ASSISTANT

Western Sydney University's Disability Service employs Practical Assistants to assist 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 out of class assistance 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 base number of hours. The base number of hours provided will depend upon your workload and requirements in each session, and will change if your study load changes.

Practical Assistants will be given a Position Description stipulating the work to be undertaken. These specific set of instructions are provided by the Disability Service in consultation with you. Disability Advisors periodically review the position descriptions, usually every six months. It is important for you to contact your Disability Advisor if you no longer require practical assistance.

What should I expect?



### Confirmation from Disability Support

- If out of class support is required, Disability Support will send you an email to find out your availability. Please note: **A Practical Assistant cannot be allocated until you have provided this information.**
- You will receive written confirmation of your practical assistance to be provided via your Western student email account.



### Practical Assistant provides you with support

- Practical Assistant will provide you with practical assistance as outlined in the Position Description.
- If you are unable to meet with your Practical Assistant at the agreed day and time, contact Disability Support on (02) 9852 5199 or email [disabilitysupport@westernsydney.edu.au](mailto:disabilitysupport@westernsydney.edu.au)  
\* Please note: We strongly encourage you to give a minimum of 24 hour's notice for cancellations.
- If your Practical Assistant has not arrived to meet with you within 20 minutes of the class starting, contact Disability Support immediately on (02) 9852 5199.

### PLEASE NOTE:

- All queries need to be directed to Disability Support on (02) 9852 5199 or email [disabilitysupport@westernsydney.edu.au](mailto:disabilitysupport@westernsydney.edu.au). **At no time should you exchange mobile or home phone numbers with your Practical Assistant.**
- If you no longer require practical assistance, you must advise your campus Disability Advisor as soon as possible and email [disabilitysupport@westernsydney.edu.au](mailto:disabilitysupport@westernsydney.edu.au)