# Disability Inclusion - Policy and Advisory Library (PAL) Guide

Disability Inclusion is a reform that includes:

* a new tiered funding model for schools
* a strengths-based Disability Inclusion Profile (the profile) for students with disability
* new initiatives to strengthen skills and knowledge in inclusive education

This guide will help school staff to navigate the two Disability Inclusion pages on the Policy and Advisory Library (PAL):

1. [Disability Inclusion Funding and Support](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/policy)
2. [Disability Inclusion Profile](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/policy)

## [Disability Inclusion Funding and Support](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/policy)

This page provides an overview of the new Disability Inclusion tiered funding and support model, and guidance and resources to support appropriate expenditure of Tier 2 and Tier 3 funding.

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| PAL POLICY |
| [**The Funding and Support Policy tab**](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/policy)provides:* an overview of Disability Inclusion; the funding and support model; and roll-out schedule
* links to the SRP page with [Tier 2 funding calculation](https://www2.education.vic.gov.au/pal/student-resource-package-srp-equity-funding-student-based-funding/guidance/disability-inclusion); relevant policies and legislation
* contact details
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| **PAL GUIDANCE** |
| [**The Funding and Support Guidance tab**](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/overview-disability-inclusion-funding-model)provides information on the following:* [Overview of the Disability Inclusion Funding Model](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/overview-disability-inclusion-funding-model)

Additional information on the three funding tiers.* [Changes to other funding allocations](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/changes-other-funding-allocations)

Explains what funding will be phased out or remain in place, including SRP equity funding. * [Target group for Tier 2 school-level support](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/target-group-tier-2-school-level-support)

Advice on identifying students in mainstream schools that are in the target cohort.* [Tier 2 school-level funding expenditure requirements](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/tier-2-school-level-funding-expenditure)

Outlines how and when funding should be spent and includes examples of activities and adjustments; building school capacity; and links to free, online professional learning.* [Planning for expenditure](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/planning-expenditure-2021)

Includes principles for inclusive practice and examples of priority actions.* [Tier 2 Funding Planner tool on the Strategic Planning Online Tool](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/tier-2-funding-planner-tool-spot) (SPOT)

Helps schools plan how they will use their Tier 2 funding as part of their AIP development.* [Tier 2 Funding use case studies](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/tier-2-funding-use-case-studies)

Case studies in a range of school settings in metropolitan and regional locations.* [Requirements for reporting of Tier 2 expenditure](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/requirements-reporting-tier-2-expenditure)

Provides instructions to support schools with reporting Tier 2 funding cash and credit expenditure transactions within Departmental systems.* [Tier 3 student-level funding](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/tier-3-student-level-funding)

Explains how the profile informs Tier 3 funding. |
| **PAL RESOURCES** |
| [**The Funding and Support Resources tab**](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/resources) includes a wide range of resources to support schools:* the Department’s collated list of general links and resources to support disability

Comprehensive collection of policies and programs; Nationally Consistent Collection of Data on school students with disability (NCCD); NDIS information; associations supporting students with disabilities; support for staff; and advice for parents. * Resources to support Tier 2 school-level funding implementation

Includes example outline of portfolio responsibilities for a Disability Inclusion Leader/Disability Inclusion Coordinator and instructions for reporting of Tier 2 expenditure* Resources to support schools to target students for Tier 2 support

Includes Framework for Improving Student Outcomes (FISO) Setting Expectations and Promoting Inclusion Implementation Guide and the FISO Strategic Enablers for Implementation Guide.* Resources to support schools to build capacity and capability

Includes Abilities Based Learning and Education Support (ABLES) assessment and reporting tool; Inclusive Classrooms and other specialist professional learning regarding autism, dyslexia etc; and Education Support Staff Working in Classroom Support Roles policy and guidelines. * Resources to support schools plan for adjustments

Links to information on Individual Education Plans (IEPs); Student Support Groups (SSGs); Behaviour support; Career education; and workplace learning and transitions.* Resources for teaching, assessment and reporting adjustments

Links to ABLES assessment and reporting tool; Victorian Curriculum F-10 Guidelines for Students with Disabilities; Australian Curriculum Assessment and Reporting Authority resources; and Learning Difficulties Information Guides to support students with learning difficulties in literacy, dyslexia, dysgraphia, and in numeracy, including dyscalculia.* Resources to support schools to make environment and resource adjustments

Links to Inclusion and Diversity Policy template; Student Engagement Policy; and Equipment and Assistive Technology Professional Practice Guides. |

## [Disability](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/policy) [Inclusion Profile](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/policy)

This page provides an explanation of the Disability Inclusion Profile and processes, including guidance and resources to support planning and participating in a profile meeting.

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| PAL POLICY |
| [**The Disability Inclusion Profile Policy tab**](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/policy) provides:* the Disability Inclusion roll-out schedule
* a summary of the Disability Inclusion Profile policy, including legislative requirements for schools
* Disability Inclusion Profile process overview and timelines
* links to related policies; legislation; and contacts for general enquiries, facilitator service, Regional Disability Coordinators and Regional Implementation Teams.
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| PAL GUIDANCE |
| [**The Disability Inclusion Profile Guidance tab**](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance) provides information on the following:* [The purpose of a Disability Inclusion Profile](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/purpose-disability-inclusion-profile-meeting)

Provides a summary of the Disability Inclusion Profile and process, link to the Disability Inclusion Profile template, [Tier 3 funding information](https://www2.education.vic.gov.au/pal/disability-inclusion-funding-support/guidance/tier-3-student-level-funding), an overview of the facilitator role, and guidance for students with dual enrolments or attending a satellite campus. * [Identifying students to undertake a Disability Inclusion Profile](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/identifying-students-undertake-disability-inclusion)

Explains which students should undertake a profile, including requirements for new and existing students; the definition of disability and classification of adjustments; timelines for undertaking the profile, and timelines for school transitions to DI.* [Requesting a Disability Inclusion Profile meeting](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/requesting-disability-inclusion-profile-meeting)

Explains the process for requesting a profile meeting, including advice on consent requirements; screening requirements for new and current students including completion of a Vineland-3; and contact details for the Disability Inclusion Facilitator Service (DIFS).* [Supporting information required for the Disability Inclusion Profile](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/supporting-information-required-disability-inclusion)

Explains the supporting information that schools must collate to support facilitators in finalising the profile, potential sources of supporting information and the role of specialists and school-based experts. **It is recommended that schools upload a maximum of 10 to 15 individual documents as supporting information.*** [Scheduling a Disability Inclusion Profile meeting](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/scheduling-disability-inclusion-profile-meeting)

Includes information about the process and who should attend (including for students in statutory out-of-home care); student attendance and student voice; teacher input and attendance in different settings, use of interpreters; additional attendees; dual enrolments; and CRT coverage.* [Preparing for a Disability Inclusion Profile meeting – roles and responsibilities](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/preparing-disability-inclusion-profile-meeting-roles-and)

Outlines the steps all participants in a profile meeting can take to prepare for the session, and links to relevant resources. This includes references to inclusive practices to support meeting participation. * [Participating in the Disability Inclusion Profile meeting – roles and responsibilities](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/participating-disability-inclusion-profile-meeting-roles) Includes advice on the role of the facilitator, parent/carer(s), teacher, principal/nominee (including dual enrolments and re-engagement programs), Koorie Engagement Support Officer (KESO), advocate, interpreter, and other professionals in the profile meeting
* [Finalising the Disability Inclusion Profile](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/finalising-disability-inclusion-profile)

Explains the process and timelines for any additional supporting information requests from DIFS; the moderation and quality assurance processes and links to Tier 3 funding. * [Notification of Disability Inclusion Profile outcome](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/notification-disability-inclusion-profile-outcome)

Includes information on the profile report, including when schools should expect the report, and the role of schools in supporting parent/carer(s) in understanding the report and the timetable for funding allocation.* [Steps following notification of Disability Inclusion Profile outcome](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/steps-following-notification-disability-inclusion-profile)

Covers responsibilities for incorporating findings into IEP; decisions regarding distribution of report; and decisions regarding resource allocation.* [Requesting a subsequent profile](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/reviews-reappraisals-and-appeals)

Outlines timelines, requirements, and steps to request a subsequent profile. * [Appealing a Profile Outcome](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/reviews-reappraisals-and-appeals)

Includes requirements and processes for appealing outcomes of a Profile, including Tier 3 funding allocations. * [Enrolment in specialist schools](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/guidance/enrolment-specialist-schools)

Provides advice on specialist school enrolment processes. |

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| PAL RESOURCES |
| [**The Disability Inclusion Profile Resources tab**](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/resources) includes a wide range of resources to support schoolsDisability Inclusion Profile and Process* [Links and resources to support disability inclusion (DOCX)](https://www.education.vic.gov.au/PAL/disability-inclusion-funding-support-resources-to-support-disability-inclusion.docx)
* [Disability Inclusion Profile](https://www.education.vic.gov.au/PAL/disability-inclusion-profile.docx)
* [Disability Inclusion – Vision for Inclusive Education](https://www.education.vic.gov.au/PAL/vision-for-inclusive-education.pptx)
* [Disability Inclusion – Policy and Advisory Library Guide](https://www.education.vic.gov.au/PAL/disability-inclusion-pal-guide.docx)
* [Disability Inclusion Profile – questions and answers (DOCX)](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-questions-answers.docx)
* [Disability Inclusion Profile – supporting information guidance for schools](https://www.education.vic.gov.au/PAL/DIP-supporting-information-guidance-schools.docx)
* [Disability Inclusion Profile – supporting information guidance for practitioners (DOCX)](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-supporting-information-guidance.docx)
* [Disability Inclusion Profile – Tier 3 validation – list of conditions (DOCX)](https://www.education.vic.gov.au/PAL/tier-3-validation-list-of-conditions.docx)
* [Disability Inclusion Profile – record of specialist involvement](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-record-specialist-involvement.docx)
* [Disability Inclusion Profile Tracking Tool](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-tracking-tool.xlsx)
* [Disability Inclusion tier 3 – funding eligibility (DOCX)](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-tier-3-eligibility.docx)
* [Disability Inclusion Profile – factsheet for secondary schools (DOCX)](https://www.education.vic.gov.au/PAL/DIP-factsheet-secondary-schools.docx)

Preparing for and participating in a Profile meeting * [Disability Inclusion Profile – conducting a meeting by video/teleconferencing](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-virtual-setting-advice.docx)
* [Disability Inclusion Profile – consent form and privacy information](https://www.education.vic.gov.au/PAL/disabillity-inclusion-profile-consent-form-privacy-information.docx)
* [Disability Inclusion Profile – end to end process](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-end-to-end%20process.docx)
* [Disability Inclusion Profile – parent voice tool](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-parent-voice-tool.docx)
* [Inclusive Student Voice Toolkit](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-inclusive-student-voice-toolkit.docx)
* [Disability Inclusion Profile – student voice tool](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-student-voice-tool.docx)
* [Disability Inclusion Profile Social Script](https://www.education.vic.gov.au/PAL/DIP-social-script-primary.docx)
* [Disability Inclusion Profile – Preparation Tool for Schools](https://www.education.vic.gov.au/PAL/DIP-preparation-tool-schools.docx)
* [Disability Inclusion Profile - Easy English](https://www.education.vic.gov.au/PAL/DIP-easy-english-students.pdf)
* [Disability Inclusion Profile – school notes tool](https://www.education.vic.gov.au/PAL/disability-inclusion-profile-school-notes-tool.docx)

**Communication and engagement tools** * [Disability Inclusion schools communications pack- primary](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/disability-inclusion-schools-communications-pack.docx)(staff login required)
* [Disability Inclusion schools communications pack – specialist](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/disability-inclusion-specialist-schools-communications-pack.docx) (staff login required)
* [Disability Inclusion schools communications pack – secondary (](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/disability-inclusion-schools-communications-pack-secondary.docx)staff login required)
* Disability Inclusion presentation for families  (staff login required)
* [Disability Inclusion Information for Koorie families and carers](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/disability-inclusion-information-koorie-families-carers.docx) (staff login required)
* [Disability Inclusion Koorie workforce toolkit](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/disability-inclusion-koorie-workforce-toolkit.docx) (staff login required)
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**Key Contacts**

**Regional Implementation teams** can provide further guidance and advice to schools on the Disability Inclusion Profile and the Disability Inclusion Funding and Support Model.

For further enquiries, please contact the Regional Implementation Team via email:

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| North Eastern Victoria RegionNEVR.disability.inclusion@education.vic.gov.auSouth Eastern Victoria RegionSEVR.disability.inclusion@education.vic.gov.au | South Western Victoria RegionSWVR.disability.inclusion@education.vic.gov.auNorth Western Victoria Region NWVR.disability.inclusion@education.vic.gov.au |

**For general queries** about Disability Inclusion, contact: disability.inclusion@education.vic.gov.au

Schools can also contact the **facilitator service** for queries related to the profile process, requesting and scheduling profiles, and the status of existing profile requests:

* **Phone:** 1800 951 430 (9am - 5pm business days)
* **Email address:** contact@difs.com.au
* Schools can submit a new **profile request** at: <https://www.difs.com.au>