Non-State School Students with Disability Equipment Loan and Trial Service Guidelines

August, 2025

Regional Contact Details

Region	Regional collection base	Contact details
Statewide Equipment Loan and Trial Service	Mt Gravatt East State School Sports Shed (54 Newnham Rd, Mt Gravatt East)	Ph: 0476 825 516 equipmentloanservice@mtommaneyspecs.eq.edu.au
Central Queensland	Victoria Park State School	cqinclusion@qed.qld.gov.au
Darling Downs South West	Denise Kable Youth Services Centre	equipmentloanservice.DDSW@qed.qld.gov.au
Far North Queensland	Cairns State Special School	fnqtherapy@balaclavass.eq.edu.au
Metropolitan North	Warilda Conference Centre Unit	StudentServices.MNR@qed.qld.gov.au
Metropolitan South	Mt Gravatt East State School Sports Shed (54 Newnham Rd, Mt Gravatt East)	equipmentloanservice@mtommaneyspecs.eq.edu.au
North Coast	North Lakes Regional Office	SpecialEquipmentTrialLoan.NCR@qed.qld.gov.au

North Queensland	Townsville Community Learning Centre	NQETC@tclcspecs.eq.edu.au
South East	Logan City Special School	loans.ser@qed.qld.gov.au
Statewide Vision Impairment Services	Narbethong State Special School Campus	3140_VILoans@eq.edu.au

1. Purpose

These guidelines outline the purpose and processes of the Department of Education's Students with Disability Equipment Loan and Trial Service (Loan and Trial Service) to Non-State Schools (the Borrowing School). The Loan and Trial Service lends a range of specialised equipment (Equipment) for loan or trial to students with disability at school. The Loan and Trial Service is available for students enrolled in a non-state school who:

- have been recorded in the latest submission of the Nationally Consistent Collection of Data on School Students with Disability (NCCD) as receiving supplementary, substantial or extensive adjustments. and
- are supported by a departmental Advisory Visiting Teacher (AVT): DHH, PI or B/VI.

The Loan and Trial Service assists Borrowing Schools to plan for educational adjustments and to trial Equipment to ensure suitability prior to purchase. The overarching purpose is to support participation in the curriculum activities, and to facilitate improved educational outcomes for students with disability. Some Equipment is only available for loan/trial in consultation with specialist support staff (AVT and/or therapists).

Specialist support staff (AVT and/or therapists) with expertise in Equipment prescription must be integral members of the education team supporting a student with disability. Non-State Schools can borrow from Department of Education regional or Statewide Equipment collections (listed on page 1 of this document). In the first instance, the education team considers sourcing Equipment from the collection available in the Department of Education region where the Non-State School is located. If the Equipment is not available locally, the team can apply to the Statewide collection.

2. Responsibilities

2.1 Loan and Trial Service:

a) The Loan and Trial Service provides specialised Equipment as a loan for the Borrowing School to loan or trial with the nominated student in the student's educational environment.

b) At the time of borrowing, the Loan and Trial Service will ensure that the Equipment is of sound repair and is suitable for use for its designed purpose and includes all available instructional information.

2.2 Borrowing School:

c) The selection and prescription of specialised Equipment for students with disability in schools is the responsibility of the Borrowing School in collaboration with the departmental AVT and education team working with these students.

d) The Borrowing School will ensure that parents or carers are notified of the equipment loan prior to student use.

e) The Borrowing School is responsible for using the Equipment according to the provided instructional information, and assessing the Equipment's suitability prior to use and during the loan term.

f) The Borrowing School must carefully read and agree to the conditions listed on page 2 of the Non-State School Statewide Equipment Loan and Trial Service Request Form (Request Form).

g) The Borrowing School will be responsible for all courier costs to and from the school to the Loan and Trial Service site.

h) The Borrowing School must ensure that the Equipment is used for educational purposes only. Equipment cannot be loaned for any private or non-educational purposes.

i) The Borrowing School must immediately contact the Equipment Loan and Trial Service if any Equipment is damaged (during transit or during the trial period), broken, lost, stolen, is not working; or deemed unsafe for use.

3. Students with Disability Equipment Loan and Trial Service

3.1 Application for Equipment Loan and Trial

a) The Borrowing School must apply to the Loan and Trial Service using the Request Form. The Request Form must be:

(i) completed in consultation with the Department of Education AVT (Deaf/Hard of Hearing, Physical or Blindness/Vision Impairment), working in the non-State School;
(ii) signed by the Department of Education AVT;
(iii) signed by specialist staff if borrowing from 'restricted' category;
(iv) signed by the Principal of Borrowing School; and (v) returned to the Loan and Trial Service.

3.2 Care of Equipment

b) Equipment must not be modified in any way.

c) The Loan and Trial Service provides the Equipment to the Borrowing School in sound working order. It is the Borrowing School's responsibility to check Equipment prior to use and to ensure its suitability during the loan term.

3.3 Return of Equipment

d) Subject to item 3.6 below, the Equipment must be returned to the Statewide or Regional Students with Disability Equipment Loan and Trial Service by the due date (Loan periods are generally one school term or ten weeks from the date of receipt, excluding school holidays).

e) All Equipment returned must be clean and in good working condition.

f) All manuals, instruction sheets, cables, rechargers, postural supports and any accessories must be included in the return. Many Equipment items will have an accompanying 'Equipment Kit List' to assist this process.

3.4 Costs

g) If the Equipment is destroyed, lost or stolen then the Borrowing School must pay the costs of replacing the Equipment as invoiced by the Loan and Trial Service, with an item of the same type and to a similar condition; or a better condition if a similar condition is not available.

h) If the Equipment is damaged but not to the extent that it needs to be replaced, the Borrowing School must restore the Equipment to the condition it was in before it was damaged.

i) Courier costs for any Equipment borrowed from regional or Statewide collections are covered by the Borrowing School. Equipment not returned by the due date, will be deemed lost and an invoice for the cost of replacement will be forwarded to the Borrowing School.

j) Invoices must be paid with 30 days of receipt.

k) The Loan and Trial Service may contribute to some costs involved in couriers in exceptional circumstances only. Exceptional circumstances are considered on a case by case basis and must constitute circumstances outside routine borrowing practices.

3.5 Transfer of Equipment not allowed

l) When a student no longer attends a Borrowing School, the Equipment must be returned to the Loan and Trial Service.

m) Equipment must not be transferred to another student at either the same school or another school.

3.6 Period of loan of Equipment

n) Loan periods are generally one school term or ten weeks from the date of receipt, excluding school holidays.

o) The Loan and Trial Service may give 7 days notice to a Borrowing School that Equipment must be returned at the discretion of the Service. On receipt of the notice, the Borrowing School must return the Equipment by the date specified in the notice.

Meaning of Words

"Borrowing School" means the school named on the Loan Request Form.

"Equipment" means the equipment listed in the specialised equipment catalogue. **"Loan and Trial Service"** means the Department of Education Students with Disability Equipment Loan and Trial Service.