**Stage 1: Prior to commencing study**
1. Advertise specific requirements of the course to prospective students

**Stage 2: Within the first month of study**
2. Discuss the specific requirements of the course with current students, beginning in their first week of study
3. Educate students regarding legislative, accreditation and registration requirements, and how these inform curriculum, in the first month of study
4. Facilitate student reflection on their ability to meet specific requirements of the course
5. Encourage students to approach academic staff members, if they have issues related to their ability to meet specific requirements of the course

**Stage 3: Upon identification of issues regarding the requirements of study**
6. Create a safe environment for students and academic staff members to identify the learning issues associated with the specific requirements of the course
7. Discuss with students the curriculum requirements of the course (such as relevant legislation, accreditation and registration requirements) and the need for safety and equity for all students and staff members within the course
8. Request students to provide possible solutions to their learning issues

**Stage 4: Consultation Process**
9. Consider all possible solutions with respect to relevant legislation, accreditation and registration requirements, and the need for safety and equity for all students and staff members within the course
10. Seek legal, institutional and peer advice
11. Discuss possible solutions with students and explain which solutions are feasible and how they could be implemented
12. Provide students with time to consider the solutions and their implementation
13. Request students to provide written agreement to the solutions

**Stage 5: Implement Agreed Solution and Re-evaluate**
14. Implement agreed solutions
15. Evaluate, to determine the extent to which the solutions addressed the learning issues.
16. Periodically re-evaluate learning needs of the student cohort as course requirements changes and implement stages 3 to 5 as necessary