

Access and Equity Policy

Purpose

This policy seeks to create a training and education environment free from all forms of discrimination and harassment, including sexual harassment, and which enables all Candidates to reach their full potential in the education program in which they are enrolled/wishing to enrol.

Access and equity covers three broad areas: Discrimination, Harassment and Affirmative Action. Each of these areas is supported by legislation at the State or Federal level; this includes but is not limited to the following:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Charter of Human Rights and Responsibilities Act 2006 (Victoria)
- Equal Opportunity Act 2010 (Victoria)
- Crimes Amendment (Bullying) Bill 2011(Victoria)

Scope

The policy applies to all the staff, existing and prospective students.

Objective

This policy is intended to guide the equitable access to educational programs offered under the RTO to such groups including but not limited to:

- People from culturally diverse backgrounds;
- Indigenous Australians;
- Unemployed individuals;
- People living with disabilities;
- People from rural and remote areas;
- Members of disadvantaged groups.

Policy

The institute is committed to developing policies and practices that eliminate discrimination and harassment in its education, training and development programs, and in the provision of its services.

The institute ensures that all reasonable steps have been taken to prevent discrimination and harassment from occurring in the training environment.

The Institute aims to provide learning programs and pathways where program design, course content, training facilities and all aspects of the training and assessment process are available in a way that allows equality of educational opportunity to all candidates.

Exclusion under the enrolment policy from a particular course/ service will be justified and not seen as inequitable if:

- It is based on a genuine occupational qualification that requires a specific ability that the student may not have
- Where a person has a criminal history which impacts on the requirements of the course/ Service being provided
- A student requires delivery in a language other than that being offered by the institute in accordance with the relevant Training Package.

Student access to records held in relation to the person may be accessed in accordance the policy set out in the Records Management Policy.

All candidates have the right to object to discrimination and harassment in any form, and to complain when such discrimination takes place as per the compliance and appeals policy. This will not limit a candidate to take any legal action under Australian law.

Procedure

This policy is to promote fair and equal access for all candidates, potential candidates, regardless of characteristics such as their:

- gender,
- sexuality,
- race,
- nationality,
- ethnic background,
- age,
- marital status,
- religion,
- pregnancy,
- political convictions,
- physical disability or
- intellectual impairment

The institute:

- Commit to identify and remove any barriers to access and participation
- Aims to ensure that access to the training is available, regardless of gender, socio-economic background, disability, ethnic origin, age or race.
- Training services are delivered in a non-discriminatory, open and respectful manner.

- Ensuring all candidates and prospective candidates are informed that the institute will accommodate their learning needs
- Implementing reasonable adjustments as necessary to ensure delivery and assessment of all programs meet individual candidate needs
- Ensuring all practices are free from discrimination
- Where possible delivering education, training and assessment programs and services that are relevant, accessible, fair and inclusive
- Staff members are appropriately skilled in access and equity issues, including cultural awareness and sensitivity to the requirements of clients with special needs.
 - Facilities are updated to provide reasonable access to clients of all levels of mobility, and physical and intellectual capacity.
 - Conduct client selection for training opportunities in a manner that includes and reflects the diverse client population.
 - Actively encourages the participation of clients from traditionally disadvantaged groups and specifically offers assistance to those most disadvantaged.
 - Provides culturally inclusive language, literacy and numeracy advice and assistance that assist clients in meeting personal training goals.
 - Is accountable for its performance in adhering to the principles of this policy, and welcomes feedback as part of its quality improvement system.
 - Staff and students are required to comply with access and equity requirements at all times.

All candidates are provided with information about access and equity issues and the institute complaint resolution process. Each candidate has the right to be treated fairly and to conduct their training in an environment that is free from harassment and/or discrimination.

It is unlawful to harass or otherwise victimise another candidate because he or she has lodged a complaint of harassment or victimisation or because he or she has assisted in the investigation of such a complaint.

Roles and Responsibilities

Training Manager/ CEO

Associated Documents

Student Handbook

Records Management Policy

Revision History

Version No.	Creation/ Revision Date	Comment	Created/ Revised by
1.0	01/10/2017	Policy and procedure created	CEO
1.1	09/03/2019	Yearly review and minor updates	CEO