

# Access and equity policy

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## Overview

1. This policy sets out the College's commitment to access and equity in the provision of vocational training and assessment services.
2. This policy has been developed to comply with AQTF standards.
3. The objective of this policy is to ensure that both students and staff are given equality of opportunity in all facets of their activities at the College, regardless of their age, gender, social or cultural background or religious beliefs.

## Definitions

4. Access and equity refers to policies which make vocational education and training available to all members of the community, to increase participation and to improve outcomes. It requires a focus on groups who have been traditionally disadvantaged and under-represented including women, indigenous Australians, persons with a disability, people from non English-speaking backgrounds, and people from geographically isolated areas.

## Application

5. This policy must be considered and applied by all management and staff of the College when applying course selection procedures and during training and assessment practices. It is also applied during the recruitment of staff. Further information on the application of this policy to recruitment practices is available in the staff manual.

## Policy statement

6. The College will ensure that all students have equal access to training and assessment services conducted by the College regardless of their age, gender, race, religion, cultural or linguistic background, marital status, location, socio-economic status, disability, sexual preference, family responsibilities or political beliefs.
7. The College will take steps to encourage people from certain disadvantaged or potentially disadvantaged groups (such as Aboriginal and Torres Strait Islanders, women, disabled persons, people from non-English speaking backgrounds) to access its training and assessment services.
8. Related policies such as the Improper Conduct Policy (covering sexual harassment, bullying and anti-discrimination) and the Disability Policy must be adhered to by all staff when conducting training and assessment services to students.

9. When planning and conducting training and assessment services, staff must consider whether any participants have special needs and to ensure access and equity, services must be provided in a manner which takes into account these needs.
10. The language, literacy and numeracy requirements of students will be considered by trainers/assessors during the planning and conduct stages of training and assessment services. The College has a dedicated LLN student support officer to provide assistance to students identified as having LLN assistance needs.
11. The efficacy of this policy will be reviewed annually by the Compliance Officer and National Manager and advice provided to the Chief Executive Officer on any changes required.

### **Related policies**

- Improper conduct policy
- Disability policy