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<b>Responsible</b>	Paul Cavicchia	<b>Printed</b>	31/03/2022 12:39 pm
<b>Author</b>	Paul Cavicchia	<b>Version</b>	1 <b>CREATED:</b> 10 February 2022
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# ACCESS & EQUITY POLICY & PROCEDURE

## Policies & Procedures

### Responsibility:

<b>Responsible:</b>	<b>Andrew Lewis</b>
<b>Executive Team:</b>	Andrew Lewis
	Paul Cavicchia
	Tony Watson
	Student Services Officer

Version	Date	Author	Approved by	Review Due	Summary of Changes
1	20/10/2020	Paul Cavicchia	Andrew Lewis	01/07/22	Initial Version

Approved: \_\_\_\_\_

**Andrew Lewis (CEO)**

Date: \_\_\_\_\_

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## Purpose of Policy

This policy is to promote fair and equal access, for all students/learners and 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.

This policy seeks to create a training and learning environment free from all forms and types of discrimination and harassment. This includes sexual harassment, enabling all learners to understand the training program in which they are enrolled or wishing to enrol to their full potential.

**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:

*Federal Legislation:*

- Age Discrimination Act 2004 (Cth);
- Australian Human Rights Commission Act 1986) (Cth);
- Disability Discrimination Act 1992 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Work Place Gender Equality Act 2012 (Cth); and
- Fair Work Act 2009 (Cth).

*State Legislation:*

- Australian Capital Territory Discrimination Act 1991 (ACT);
- New South Wales Anti-Discrimination Act 1977 (NSW);
- Northern Territory Anti-Discrimination Act 1996 (NT);
- Queensland Anti-Discrimination Act 1991 (QLD);
- South Australia Equal Opportunity Act 1984 (SA);
- Tasmania Anti-Discrimination Act 1998 (TAS);
- Victoria Equal Opportunity Act 1995 (VIC); and
- Western Australia Equal Opportunity Act 1984 (WA).

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## Intent & Objectives

Access and equity covers the broad areas of Discrimination, Harassment and Affirmative Action.

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Federal Legislation:

- Age Discrimination Act 2004 (Cth);
- Australian Human Rights Commission Act 1986) (Cth);
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- Victoria Equal Opportunity Act 1995 (VIC); and
- Western Australia Equal Opportunity Act 1984 (WA).

## Scope

[RTO Name] is an equal opportunity employer and is committed to developing policies and practices that eliminate discrimination and harassment in the workplace and also its education, training and development programs, and in the provision of its services.

Our legal responsibility is to ensure that all reasonable steps have been taken to prevent discrimination and harassment from occurring in our students workplace and training environment.

We are committed to providing a fair and equitable learning environment for all students, learners, staff and stakeholders. In offering education program(s) we will provide learning programs and pathways where program design, course content, training facilities and all aspects of the training and assessment process allows equality of educational opportunities.

This policy is intended to guide the equitable access to educational programs offered by CTI 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 Statement

Access and Equity ensures fairness and can be achieved through practices that aims to be free from bias or discrimination. It provides individuals with the opportunity to access, participate in, and achieve outcomes of vocational education and training. Our aim is that unlawful discrimination does not exist whatsoever and/or is eliminated in all areas of the RTO's operations, activities, environment and practices.

The RTO Manager will be responsible for the implementation of the above Access and Equity legislation and timely distribution to its employees and clients. All new employees will be required to complete an organizational induction. Which covers off the principles of access and equity.

Through all of its staff and stakeholders, the [RTO] adopts and implements an inclusive, non-discriminatory approach to respect potential and existing clients and learners, including but not limited to recruitment,

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selection and provision of training, assessment and support services. The Principles of Access and Equity are embedded in all learning processes that affect outcomes for clients and learners, which maximizes the outcomes for all clients and learners through responsiveness to their individual needs.

The [RTO] will ensure:

- Equitable access is available for all learners and clients to quality training and assessment services, opportunities, activities, choices, facilities, equipment, resources and infrastructure.
- That we are compliant with the provisions of the Federal and State Anti-discrimination and Equal Opportunity legislation and regulations at all times.
- Access and Equity principles are incorporated into the development and deployment of our training and learning products, services, policies, procedures, practices and/or systems.

## Responsibilities

### The CEO and RTO Manager

Responsible for overseeing and implementation of all areas of equity and access practices within the day-to-day operations of the RTO.

The RTO Manager is responsible in the first instance for any queries relating to equity and access, and for escalating any unresolved issues to the CEO for further action. The RTO Manager must also ensure that induction processes are provided to all staff and that they have the opportunity to undertake ongoing professional development that ensures they have the knowledge and understanding to implement the policies and procedures of the organisation in relation to access and equity. and are able to communicate and support all prospective Candidates to achieve their learning goals.

### Student Services Officer and RTO Staff

Observe the organisation wide commitment to access and equity requirements by ensuring:

- Information and policies relating to access and equity are in place and readily available to all prospective students and learners and staff.
- They are aware of equal opportunity guidelines and dispute resolution processes and procedures.
- They interact with prospective candidates in a courteous, professional and non-discriminatory way.
- Access and equity principles are communicated to via staff Induction process and have access to organisational policies and procedures

### Learning & Development and Training Manager

Provides a commitment to access and equity in Training and Assessment by:

- Identifying and removing any barriers to participation, engagement and completion.
- Ensuring all training products and services are free from limitation to users based on age, gender, physical, mental, social or other protected characteristics.
- Ensuring all student and learners are informed that the RTO will accommodate their learning needs.
- Implementing reasonable adjustments as necessary to ensure delivery and assessment of all programs meet individual learning needs.
- Ensuring all teaching practices are free from discrimination.
- Where possible deliver training and assessment programs and services that are relevant, accessible, fair and inclusive.

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- All students and learners are provided with information about access and equity issues and the RTOs complaint resolution process.
  - Access and equity principles are encapsulated into all curriculum course guides and the Learning Management System.

### **Making a Complaint**

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All Students/Learners have the right to object to discrimination and harassment in any form, and to complain when such discrimination takes place. For full information a grievance process please refer to the Complaints and Appeals Policy and procedure available [here](#).