

# Access and Equity

## POLICY & PROCEDURE

Division

LMIT- QMS - PPM

Policy & Procedure number

003-V1

Updated

5/8/2015

Implemented

13/08/2015

Reviewed by

Melanie MacDonald

**Chief Executive Officer**

## 1. Purpose

The purpose of this policy is to support standard 5 , 6

## 2. Scope

This policy applies to all LMIT team members.

## 3. Policy

In line with obligations under Commonwealth legislation, Line Management Institute of Training (LMIT) is committed to promoting a fair and equitable environment for staff and clients that is free from discrimination, harassment and vilification.

This policy applies to all current and prospective RTO staff and students and should be read in conjunction with the 'Complaints and Appeals Policy & Procedure.'

LMIT is committed to providing a fair and equitable learning and working environment for all learners and staff. LMIT seeks to ensure that its program design, course content, training facilities, and all aspects of the training and assessment process provide equality of educational opportunity to all learners.

LMIT of Training acknowledges that this is dependent on non-discriminatory access to services and comparable educational outcomes by all groups in society. By providing accessible and equitable education and training all prospective learners this will enable them to develop knowledge and skills to enhance life and work opportunities.

LMIT recognises that particular groups of people in society have experienced institutional disadvantages and unequal education outcomes and therefore ensures that it works to eliminate barriers to access and participation. All LMIT products and services contain no implicit limitations based on age, gender, physical, mental, social or educational background that may constrain any learner's participation in training and assessment.

LMIT ensures equity for learners through the fair allocation of resources and involvement in vocational education and training.

Through the implementation of these policy/procedures, the benefit of participating in training is available to everyone on an equitable basis, including the following groups:

- People from culturally diverse backgrounds
- Indigenous Australians
- Unemployed individuals
- People living with disabilities
- People from rural and remote areas
- Members of disadvantaged groups
- Individuals participating in a non-traditional area of study.

#### 4. Policy validity statement

If this document has passed its review date (as shown above), it may be invalid. Please ensure you're referring to the most current version before relying on its contents.

#### 5. Procedure

All staff employed by LMIT will adhere to the principles and practices of equity in education and training.

The Director is responsible ensuring that access and equity issues are incorporated into LMIT's operations and adhered to by both learners and staff. The Training and Quality Manager position has been identified as the primary contact person for staff and learners who have access and equity issues.

LMIT acknowledges its legal obligations under State and Federal equal opportunity laws that include:

- The Human Rights Commission Act 1986 (Cth)
- The Age Discrimination Act 2004 (Cth)
- The Disability Discrimination Act 1992 (Cth)
- The Racial Discrimination Act 1975 (Cth)
- The Sex Discrimination Act 1984 (Cth)
- The Privacy Act 1998 (Cth)

To assist with this commitment Line Management Institute of Training fosters the implementation of access and equity practices by ensuring:

Barriers to access and participation are identified and strategies developed to overcome them.

Where possible, all training and assessment programs and services are relevant, accessible, fair and inclusive.

Reasonable adjustments are made to delivery and assessment practices to meet individual learner needs

That practices are non-discriminatory and pay due consideration to the needs of all groups.

LMIT's training services are available to all clients regardless of ethnicity, gender, age, marital status, and sexual orientation, physical or intellectual impairment.

Sexual harassment is illegal, and will not be permitted in the workplace, or in the training environment.

LMIT will treat every client fairly and without discrimination.

Grievance procedures are in place to ensure that any concerns are dealt with immediately and appropriately. (Refer to the Complaints and Appeals Policy & Procedure).

Where possible, a range of support services or appropriate referrals will be provided to participants with special needs.

## Staff responsibilities

All employees of LMIT are required to ensure all clients receive fair and equitable services within their scope of responsibility. All staff hold the responsibility to maintain a work and study environment free from discrimination and harassment.

Management is responsible for ensuring adherence to the RTO's policies and procedures that support this goal.

### **Line Management Institute of Training will fulfil its access and equity principles by ensuring:**

- All prospective learners are informed on the options available to meet their individual needs.
- All learners have the opportunity to participate in training and assessment activities and achieve their employment goals.
- All learners are provided with information about access and equity issues and Line Management Institute of Training's complaint resolution process.

Access and equity principles are communicated to learners using the following methods:

- Learner handbook
- Training Agreement
- Line Management Institute website

## Student Selection

Students will not be denied access to services offered by the RTO where they are deemed eligible for the service. Clients will be individually assessed on their eligibility for the service being provided and selection will comply with relevant equal opportunity legislation and the selection criteria for the service.

Whilst practising an open access policy, it is recognised that client eligibility for services may be influenced by:

- Course pre-requisites
- Availability of services

Where limited places are available, client selection is completed on confirmation of payment and enrolment processes.

Line Management Institute of Training staff will meet their access and equity requirements by ensuring:

- Equal opportunity and access and equity policies are in place and understood
- Staff have identified responsibility and are aware of equal opportunity matters
- Induction and professional development is provided to staff to equip them to understand and implement the principles of access and equity.
- LMIT staff will provide timely and appropriate information, advice and support
- Services to assist learners to identify and achieve their desired outcomes.

- All LMIT staff members are responsible to ensure that they understand and implement this policy and behave in a courteous, sensitive and non-discriminatory manner when dealing with other staff, learners and clients

Access and equity principles are communicated to staff by the following methods:

- Staff induction
- Policies/procedures and information sheets

Staff selection complies with accepted personnel recruitment standards, applying the Principles of equal employment opportunity and access and equity.

### **Maintaining currency of legislative requirements**

LMIT will implement pro-active continuous improvement processes as documented through the Quality Management policy and procedure and will ensure that any areas that are identified as requiring improvement or immediate action are addressed appropriately.

LMIT will ensure that through implementation of the 'Quarterly Review' process all legislation is reviewed for currency.

The following websites provide current and supporting information on the legislation requirements:

- Australia.gov.au  
<http://australia.gov.au/publications/commonwealth-legislation>
- Victorian Legislation and Parliamentary Documents  
<http://www.legislation.vic.gov.au/>

## **6. References**

National Vocational Education and Training Regulator Act 2011

## **7. Related Topics**

Complaints and Appeals Policy and Procedure

## **8. Associated Documentation**

Student Handbook

Training Agreement

LMIT Website

Staff induction Manual

Policy and Procedures

Complaints Form

Complaints and Appeals Register

## 9. Internal Controls

Any Changes required are authorised by the Training and Quality Manager

### Document History

Amended	Amended By	Division	Details
5/8/2015	Bonnie Scobie	TQM	Updated to reflect Standards 2015