
Access and Equity Procedure

Procedure

1. Greenwich English College Pty Ltd will ensure that all staff and students are aware of the nature of the Access and Equity Policy and the organisation's stance on actively and energetically upholding non-discriminatory, fair access and equity for all students and staff. This will be ensured through the content and focus of the recruitment and induction of all new staff and students, through the student and staff handbooks, and whenever any relevant incident should occur.
2. Upon assessment of students/learners for any support required for language, literacy, numeracy or other barriers to learning, Greenwich English College Pty Ltd will provide the following:
 - Support to students/learners who have self-identified learning difficulties during courses and in their completion of course work and assessment
 - Appropriate support for students/learners who have non-self-identified learning difficulties during courses and in their completion of course work and assessment
 - Appropriate preliminary course suggestions of study to provide the necessary foundation skills required in the course originally applied for – this may crossover with instances whereby a student has not met entry requirements for a particular course
3. On identification of a disability/learning barrier after the enrolment application process or at any point throughout the delivery of training by Greenwich English College Pty Ltd, students/learners will be assessed and supported by individually, or as part of a group as appropriate, to improve or assist their capability to meet course assessment criteria.
4. Where a student or staff member identify an instance in which the Greenwich English College Pty Ltd Access and Equity Policy has not been followed, they should either report the incident through the formal complaints and appeals procedure or raise the issue directly with their teacher/trainer, the Director of Studies, or the General Manager. Any such, reports will be dealt with in confidence and with all possible and appropriate haste.
5. Where any report of an instance in which the Greenwich English College Pty Ltd Access and Equity Policy has not been followed that is verified, will be immediately brought to the attention of the Director of Studies and/or the General Manager. In any such case,



written records will be maintained of the incidence and of the outcome of the response decided upon by the Director of Studies and/or the General Manager.

6. In deciding upon an appropriate response to any instance of the Greenwich English College Pty Ltd Access and Equity Policy not being followed, the following will be considered:
 - a) The severity of the instance
 - b) The impact on the wellbeing and comfort of any person or persons adversely affected by the instance
 - c) The legal and regulatory requirements with respect to the response from Greenwich English College Pty Ltd
 - d) The zero-tolerance approach that Greenwich English College Pty Ltd takes in such cases, particularly in light of its mission to create a positive and efficacious learning environment for its diverse body of international students
7. Greenwich English College Pty Ltd will review its policy and procedures to ensure they meet legislative and regulatory requirements, as well as operating effectively and will monitor changes in legislation and regulations to ensure that any new requirements are catered for.
8. Greenwich English College Pty Ltd will also document any recommendations for change and record when these changes are implemented.

References

Policy and procedure on Language, Literacy and Numeracy – Policy No. 5
Student Handbook 2018
Staff Handbook 2018
Language, Literacy and Numeracy Diagnostic Assessment

Authorising Officer: _____ **Date:** _____ **Review Date:** _____
This policy is to be reviewed twelve (12) months from this date.