

Policy name:	MR2 Access and Equity	Version:	5.0
Policy owner:	Head of Sales & Marketing		
Approved by:	Chief Executive Officer		
Approved date:	November 2018	Review date:	November 2019

SECTION 1 - INTRODUCTION

PURPOSE

This policy outlines the RTOs commitment to ensuring the process of recruiting learners is nondiscriminatory and provides training services which are accessible to all eligible individuals and meet the diverse needs of our learners, irrespective of their age, gender, disability, country of birth, race, religion, culture, language, literacy and numeracy skills, employment status or other backgrounds.

In line with the Standards for Registered Training Organisations (RTOs) 2015 – Standard 4 & 5 the RTO ensures that potential learners are aware of the programs and support services provided, the responsibilities and obligations of the RTO and the delivery and assessment structures to enable an informed decision to enrol and commence training.

SCOPE

This policy applies to all employee, partners and associates of Royal College of Healthcare (31994) in relation to learner recruitment and access to its courses and other services. This policy relates to the following legislation: *Australian Consumer Law, Anti-Discrimination Act, Equal Opportunity Act and Disability Act* in each State and Territory.

This policy includes all regulatory requirements that fall under the RTOs obligations as a registered training organisation.

DEFINITIONS

Access - in an education environment access relates to entry into a course and includes ensuring a learner is not discriminated against through the selection process. It also includes working within State and Federal government eligibility criteria, the RTO must make its training and assessment services available to everyone, free from any form of discrimination and irrespective of a person's age, gender, disability, country of birth, language, race, creed, religion, culture or other background.

AQF Level – Australian Qualifications Framework. The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework which has identified qualifications as meeting academic levels (Level 1 – 10).

Equity – in an education environment, equity means that training and assessment services will be delivered on the basis of fair treatment for all learners. Equity is not about treating everyone the same,

it's about ensuring that all learners having an opportunity to reach their potential and gain their qualification no matter which pathway they take or the assistance that they require.

RTO – means Royal College of Healthcare (31994).

SECTION 2 - POLICY

- The RTO makes available to potential learner accurate and factual information with regards to its accredited and non-accredited courses, services and learner support mechanisms.
- The RTO offers training and assessment to all potential learners regardless of ethnicity, gender, age, and marital status, and sexual orientation, physical or intellectual impairment and treats all learners and potential learners fairly and without discrimination.
- Perspective learners have the opportunity to access the RTOs training and assessment services on a fair and equitable basis.
- Each potential learner receives a copy of the Learner Handbook electronically prior to enrolment which contains information on the RTOs role and responsibilities, course information, fees and charges, relevant policies and procedure and learner support services available.
- The RTO follows learner selection processes to assist the potential learner through ensuring the course they are applying for is most suitable for them and one they will achieve completion. These processes include a Pre Training Review, Language, Literacy and Numeracy Assessment (LLN) and Federal and State funding eligibility.
- The RTO's learning environment is free from discrimination, harassment and bullying.

Learner Support

- The RTO recognises that certain individuals face barriers to participation and achievement in training and employment, such as people with disabilities, people from non-English speaking backgrounds, those with low levels of Language, Literacy or Numeracy, Indigenous Australians, rural and remote learners, long term unemployed and other disadvantaged groups.
- Wherever possible RTO seeks to provide training and assessment opportunities to people facing such barriers and will endeavour to provide additional mentoring and support to promote successful outcomes for learners. Additional support may be in form of pre-employment jobreadiness training, pre-vocational assistance with language literacy and numeracy support and the securing of suitable host workplaces if applicable to the qualification.
- All staff of the RTO will receive training in respect of this Policy and to update their skills in supporting learners who may face barriers to participation and achievement in training, assessment and employment. The RTO delivers training and assessment using the principles of competency based training and assessment and will ensure learning materials are nondiscriminatory and take into account the requirements of all learners in their design.
- Learners are assessed through a wide range of tasks and activities to ensure reliability and validity to ensure the learner is assessed on their ability to perform tasks and to ensure they have the skills and knowledge relevant to industry standards including foundation skills.
- Where the learning and assessment design is not suitable for the learner, the RTO will make reasonable adjustments to accommodate the learner.

Queensland PQS Program

- Royal College of Healthcare (31994) is an approved providers to offer funding via the Qld VET Investment Program to eligible learners for select courses on their scope of registration. For the list of approved courses, please refer to the *RTO Funding Models Matrix*.
- In order for a learner to be granted Certificate 3 Guarantee or Higher Level Skills Program funding they must meet the eligibility criteria. Please refer to the EN2 Application and Enrolment Policy for full eligibility criteria.
- The RTO implements inclusive learning practices to facilitate fair and accessible training and assessment for all learners.
- The RTO conducts a Pre Training Review LLN assessment to understand the differences in the learner cohorts applying and offers several delivery modes to suit the learner's needs and learning style.
- The RTO provides each learner with learning pathways via the website and course outlines.
- Where it is identified that the learner has LLN difficulties they will have access to our LLN Student Support Coordinator to assist with the development of core skills.
- Where a learner has been identified as having a disability the RTO will apply reasonable adjustment and/or adaptive technologies to training and assessment (where possible) and additional support services. Please refer to the Departments Skills and Disability Support services for possible options <https://training.qld.gov.au/providers/inclusive/disability/support>

SECTION 3 - LEGISLATIVE CONTEXT

Name	Section
Standards for RTOs 2015	Part 3: Standard 4.1 & Standard 5
Queensland PQS Program	PQS Policy 2017-18 Performance Standard 4

SECTION 4 - RELATED DOCUMENTS

Name	Document Type
Learner Handbook	Manual
Pre Training Review and LLN	Form
Eligibility Declarations (per State)	Form
Student Application Form	Form
EN2 Application and Enrolment Policy	Policy
OR1.1.1 Legislation Listing	Supporting Document

SECTION 5 - VERSION CONTROL

Version #	Approval Date	Approved by	Details
1	24 January 2011	Marcus Sellen	Document creation

2	11 February 2014	Marcus Sellen	Change of format, issue a new policy number, update of legislation information, review and update policy content, inclusion of LLN information and Pre Training Review
3	19 June 2017	Julie Elvidge	Review of policy and update of approvers name
4	November 2018	Marcus Sellen	Entire document review
5	8 September 2021	Gary Engelhardt	Updated address