

Name: Access and Equity Policy

Approved by: Julie Elvidge

Review by: January 2018

SECTION 1 - INTRODUCTION

PURPOSE

This policy outlines Selmar commitment to ensuring the process of recruiting students is non-discriminatory and to provide training services which are accessible to all eligible individuals and meet the diverse needs of our students, irrespective of their age, gender, disability, country of birth, language, race, religion, culture or other background.

SCOPE

The policy and procedure is relevant to the following people:

- Senior Leadership Team
- Business Development and Direct Sales
- Program / Training Managers
- Trainers and Assessors
- Students

DEFINITIONS

Word/Term	Definition
Pre Training Review	Conducted prior to training commencement to explore whether the qualification is appropriate, the students current skills and knowledge for each unit and to assess the students LL&N skills
Learning Literacy & Numeracy	Assessments used to identify the students' core language, literacy and numeracy skills of Learning, Reading, Writing, Oral Communication and Numeracy.

LEGISLATIVE CONTEXT

Name	Section
Standards for Registered Training Organisations	1.5, 1.7, 5.1, 5.2
Equal Opportunity Act	State specific
Disability Education Standards (Com) 2005	
Privacy Amendment (Enhancing Privacy Protection) Act 2012	
Age Discrimination Act 2004	
Multicultural Victoria Act 2011	
Racial Discrimination Act 2005	
Sex Discrimination Act 1984	

SECTION 2 - POLICY

PRINCIPLES

This policy is designed to ensure:

- perspective students have the opportunity to access Selmar training and assessment services on a fair and equitable basis
- our students achieve their maximum potential and have the opportunity to participate fully in the world of work and society
- The learning environment is free from discrimination, harassment and bullying

POLICY

1	Access & Equity
1.1	<p>Access</p> <p>In an education environment access relates to entry into a course and includes ensuring a student is not discriminated against by Selmar selection criteria. It also includes working within State and Federal government eligibility criteria, Selmar seeks to 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.</p> <p>Equity</p> <p>Training and Assessment services will be delivered on the basis of fair treatment for all our students. Equity is not about treating everyone the same, it's about ensuring that all students having an opportunity to reach their potential and gain their qualification no matter which pathway they take or the assistance that they require.</p>
2	Responsiveness to individuals facing disadvantage
2.1	<p>Selmar 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.</p> <p>Wherever possible Selmar 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 students. Additional support may be in form of pre-employment job-readiness training, pre-vocational assistance with language literacy and numeracy support and the securing of suitable host workplaces if applicable to the qualification.</p>
3	Collaboration with support services
3.1	<p>Where appropriate, Selmar shall work in partnership with any organisation or individual with specialist skills to improve outcomes for students facing barriers to participation and achievement in training and employment.</p> <p>Selmar support's students throughout their studies this includes a Pre Training Review, Orientation program, learning support, multiple entry and exit points and pathways including Recognition of Prior Learning and Credit Transfer see Credit Transfer and Recognition of Prior Learning Policy for more information.</p>
4	Communication with stakeholders

CTG Equity and Access Policy V.3.1 -16.01.2017

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 For the latest version of this policy always check the Policy and Procedures Directory

4.1	<p>Selmar will ensure that students are informed of their equity and access rights and the support services which are available to support them. This information is provided through the Student Handbook and in one-on-one discussions with the Trainers.</p> <p>Selmar will ensure that Host Centres for work placement students are aware of our expectation that they provide a work environment that encourages equity, fairness and respect for social and cultural diversity. The Practical Placement Handbook available for all courses with a practical component provides information on Equal Opportunity legislative requirements and the additional support Selmar can provide to assist Hosts centres.</p> <p>Regular stakeholder feedback is sought from students and Host Centres to identify opportunities to improve equity and access.</p> <p>All complaints are addresses in a fair and equitable manner see Complaints and Appeals handling Policy for more information.</p>
5	Accountability
5.1	<p>This Policy will be reviewed regularly, at least annually, to ensure Selmar is meeting its obligations under this Policy and that currency with progressive practice, is being maintained. As part of the regular review process, the objective shall be for continuous improvement to meeting the diverse needs of our staff and students and to increasing and improving the participation and achievement in training, assessment and employment opportunities for the disadvantaged.</p>
6	Training and Assessment
6.1	<p>All staff of Selmar will receive training in respect of this Policy and to update their skills in supporting students who may face barriers to participation and achievement in training, assessment and employment.</p> <p>Selmar delivers Training and Assessment using the principles of Competency Based Training and Assessment and will ensure learning materials are non-discriminatory and take into account the requirements of all students in their design.</p> <p>Students are assessed through a wide range of tasks and activities to ensure reliability and validity to ensure the student is assessed on their ability to perform tasks and to ensure they have the skills and knowledge relevant to industry standards including foundation skills.</p>

SUPPORTING DOCUMENTATION

Forms and Records Management

Form	Retention Time	Retention Location
Self Assessment Checklist (qualification specific)	7 years	Scanned
Language, Literacy and Numeracy Assessments	7 years	Scanned
Course Requirements Form	7 years	Scanned

Related Material

Name	Location	Document Type
N/A		

SECTION 3 - GOVERNANCE

RESPONSIBILITY

Policy Owner	CTG General Manager - Quality and Compliance Manager
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VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment
1	24 January 2011	Marcus Sellen	Creation of Policy & Procedure
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	27 February 2015	Marcus Sellen	Review to include SRTO changes
4	5 January 2016	Julie Bowry – Needham	Review of policy, change of terminology
5	16 January 2017	Julie Elvidge	Review of policy, change of reviewers name

POLICY & PROCEDURE DIRECTORY REQUIREMENTS

CATEGORY	LOCATION
Student Management Policy	H: /Quality and Compliance/ policies/ Access and Equity Policy

KEYWORDS
Access, Equity, Disadvantage, Equal Opportunity, Pre Training Review, LLN