

ACCESS & EQUITY POLICY

(IN ACCORDANCE WITH H&H REGULATIONS)

Scope:

This policy has been developed to protect the interests and reputation of H&H Accredited Training ('the business') and relates to all students, prospective students and each course offered by H&H Accredited Training; it applies to all educational services including 'pre' and 'post' enrolment services.

Purpose:

The purpose of this policy is to ensure that H&H Accredited Training provides equal opportunities to students and it promotes inclusive practices and processes for all students, and prospective students, within the current capacity of the business.

H&H Accredited Training understands that it is unlawful to discriminate on the basis of irrelevant personal characteristics; this policy provides guidance on creating a learning environment that is free from direct or indirect discrimination, harassment, bullying and vilification.

Guidelines:

H&H Accredited Training is committed to the fair treatment of its students and prospective students as a business and as a Registered Training Organisation (RTO). As an equal opportunity employer, H&H Accredited Training does not condone any form of unlawful direct or indirect discrimination and expects all staff to know, and adhere to, policies and procedures that support and endorse access and equity.

H&H Accredited Training complies with the VET Quality Framework requirement, adhering to the principles of access and equity, in order to maximise outcomes for clients by:

- Establishing the needs of its students and the delivery of courses, assessment and support services that meet these needs
- Ensuring students receive training, assessment and support services that meet their needs
- Collecting and analysing data for student feedback to ensure continuous improvement with course content, assessment and support services
- Adequately informing prospective students regarding course content, assessment and their rights and obligations prior to enrolment
- Ensuring trainers and assessors are actively engaged in development, delivery and monitoring of courses, assessment and support services
- Providing all students with timely and accurate access to their participation and progress relating to their course and assessment
- Having appropriate mechanisms and services for complaints and appeals to be addressed efficiently and effectively.

H&H 'Plain English' Principles:

H&H Accredited Training is committed to providing course materials and services to each student that is accessible, fair and equitable by applying the following key principles:

- Providing adequate and appropriate information to prospective students regarding course information and employment/training pathways
- Ensuring courses, assessment tasks and support services are accessible to all students
- Ensuring that all students have an equal opportunity to progress through their course and graduate
- Establishing and maintaining courses and assessment tasks that address the requirements of the learner and following antidiscrimination laws

- Encouraging inclusive practices, using inclusive language to avoid discriminating or demeaning people of any age, gender, race or culture or minority group at the college
- Ensuring the student environment is free of harassment and bullying and encouraging fair treatment of all individuals
- Providing clear policies and procedures that address complaints and appeals. This includes resolution and communication relating to unfair treatment, discrimination, harassment or bullying.

All application enquiries are dealt with in a professional manner by H&H qualified staff. This ensures the potential student is provided with up to date, accurate information on the relevant courses and terms and conditions associated with being a student of H&H, prior to an individual's enrolment.

Related Legislation/Guidelines:

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Human Rights and Equal Opportunity Act 1986
- Disability Discrimination Act 1992
- Workplace Gender Equality Act 2012 (replacing Equal Opportunity for Women in the Workplace Act 1999)
- Anti-Discrimination Act (NSW) 1977
- Age Discrimination Act 2004
- Privacy Act 1988
- Standards for Registered Training Organisations (RTOs) 2015
- Disability Standards for Education 2005

Definitions:

Access	The freedom or ability to obtain or make use of information and services.
Equity	Justice according to natural law or right. Freedom from bias or discrimination. Treating a student as an individual.
Direct Discrimination	The exclusion from an enrolment opportunity of a person or group based solely on age, race, marital status, sexual orientation, family responsibilities, disability, religious belief and/or political conviction.
Indirect Discrimination	The development and application of rules, work practices, policies and related decisions that appear generic and in accordance with access and equity principles but in fact exclude or reduce the potential of an individual or group in obtaining an educational opportunity.

Version Dates	Policy Version 2 approved 31 August 2017 / Policy Version 3 approved 15 March 2018
Approved by	CEO / General Manager
Relevant to	All staff; trainers and assessors; students

Risk Rating (Please highlight the appropriate risk level):

5 = High Risk 4 = Medium Risk 3 = Medium to Low Risk 2 = Low Risk 1 = Very Low Risk or N/A