



ETEA ACCESS AND EQUITY POLICY AND PROCEDURE

RESPONSIBLE for:

- Ensuring Compliance:** Chief Executive Officer
- Directly Responsible:** All Senior Management
- Adhering to Policy:** All Education Training & Employment Australia Personnel

GOVERNING STANDARDS

The Directors of Heidelberg Corporate Group (HCG) and its associated companies require compliance against the standards of ISO9001, and any Legislation and Regulations that relate to Access and Equity. Information is available from the related Acts below,

Commonwealth legislation (information may not be limited only to these legislation)

- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1986
- Age Discrimination Act 2004
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

The standards that govern this policy are the Standards for Registered Training Organisations (RTOs) 2015: Standard 1 Clause 1.7 and National Code 1, 2, 3, 4, 5, 6, 8 & 12.

Purpose

ETEA is committed to providing all students with equal benefits and opportunities to pursue their training and development. This policy and procedure is to be used by ETEA to integrate access and equity principles and to treat fairly all students seeking to enroll into the VET courses and all training and assessment activities it conducts.

One of the major aims of this policy is to ensure that adjustments are made to assist students who have any disability, or other difficulties, so as to give them the opportunity to enroll and complete the course.

Scope

This policy and procedure applies to all ETEA students, staff and training activities.

For the purposes of this policy, Access and Equity means policies and approaches aimed at ensuring that VET is responsive to the individual needs of students whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment, marital status, or remote location may present a barrier to access, participation and the achievement of suitable outcomes.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Access and Equity Policy and Procedure	Company name	ETEA	Issued:	Nov 2016	Ver 3
Authorised by QMC	CRICOS # 02925E	RTO # 5089	Review:		24 months	
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 1 of 4	

ETEA will ensure that disadvantaged groups are treated fairly and adjustments are made, where necessary, to be able to participate in the services provided by ETEA. Disadvantaged groups include:

- a. People with a disability
- b. Aboriginal and Torres Strait Islanders
- c. Women
- d. People from non-English speaking backgrounds
- e. People in rural and remote areas
- f. Long term unemployed

ETEA will apply the following Access and Equity principles:

1. Equity for all students, and potential students, through the fair and appropriate allocation of resources
2. Equality of opportunity for all students, and potential students, without discrimination
3. Access for all students, and potential students, to appropriate quality training and assessment services
4. Increased opportunity for students, and potential students, to participate in training

Equity does not mean treating all students, and potential students, in the same way; but, means ensuring that all groups of people, who wish to become students of ETEA, participate and benefit to the same level in respect to entering and participating in a course.

ETEA will ensure that the principles and requirements of the following Acts are implemented—

- a. Age Discrimination Act 2004
- b. Australian Human Rights Commission Act 1986
- c. Disability Discrimination Act 1992
- d. Racial Discrimination Act 1975
- e. Sex Discrimination Act 1975
- f. Equal Opportunity Act 2010 (VIC)

Policy

1. Access and equity

- 1.1 The aim of the policy is to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behavior.
- 1.2 All students will receive fair and equitable treatment in all aspects of training without regard to political affiliation, race, colour, religion, national origin, sex, sexual preference, marital status or physical behavior. The treatment will include the decisions made in respect to selecting a person to be a student of ETEA, and in the training and assessing of all students.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Access and Equity Policy and Procedure	Company name	ETEA	Issued:	Nov 2016	Ver 3
Authorised by QMC	CRICOS # 02925E	RTO # 5089	Review:		24 months	
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 2 of 4	

- 1.3 A person with a disability may be excluded under this policy if the disability could cause occupational health and safety risks to the person and/or other students. This could be a consideration that would be taken into account, for example, where a placement was a compulsory component of the course.
- 1.4 All trainers/assessors are responsible to observe and be advocates for the policy.
- 1.5 The CEO will ensure that all staff are aware and understand the policy.
- 1.6 All policies and procedures of ETEA will be consistent with the principles and aims of this policy.
- 1.7 Any breach of this policy MUST be reported to the CEO

2. Fair treatment and equal benefits and opportunities

- 2.1 ETEA has open, fair and transparent procedures that are based on set criteria for making decisions about the selection of persons who seek to enroll in an ETEA course and the treatment of students undertaking a course of study at ETEA.
- 2.2 ETEA will ensure that adjustments are made for students, and potential students, who have disabilities or other reasons why they have difficulties with some aspects of the training and assessment. For example, people with linguistic and/or numeracy problems will be provided with additional support to overcome these problems. The Course-Co-Coordinator may decide to allow such students, and students who have difficulties in handing in assessments on time, additional time to complete the course. Adjustments will also be made, where possible, to assist blind or deaf persons who wish to undertake a course at ETEA.
- 2.3 ETEA will also make adjustments, where possible, for international students who, although they have the appropriate IELTS score, have difficulty in preparing assessments and understanding some aspects of the course. Any adjustments will, however, have to be consistent with the requirements of the Course Progress Policy.
- 2.4 ETEA will take steps to encourage people from culturally and linguistically diverse background, Aboriginal and Torres Strait Islander students and people with diverse academic, work and life experiences to enroll in an ETEA course.
- 2.5 ETEA ensures that all relevant information for students to make informed decisions is available on the website, in the student handbook and the course brochures.
- 2.6 ETEA has the following policies and procedures in place in order to treat all current and prospective students in a fair and equitable manner with all academic and non-academic matters and provide equal benefits and opportunities:
 - a. Enrolment policy and procedure
 - b. Complaints and appeals policy and procedure for domestic and international students
 - c. Course Progress policy and procedure
 - d. Misconduct policy and procedure
 - e. Fees, charges and refunds policy and procedure
 - f. Dismissal, Termination and Cancellation policy
 - g. RPL and CT policy and procedure
 - h. Privacy policy and procedure.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Access and Equity Policy and Procedure	Company name	ETEA	Issued:	Nov 2016	Ver 3
Authorised by QMC	CRICOS # 02925E	RTO # 5089	Review:		24 months	
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 3 of 4	

Procedure

Any breach of the access and policy must be reported in accordance with the complaints and appeals policy and procedure. If no complaint is lodged, but ETEA becomes aware of a possible breach, the CEO will ensure that the matter is properly investigated and resolved.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Access and Equity Policy and Procedure	Company name	ETEA	Issued:	Nov 2016	Ver 3
Authorised by QMC	CRICOS # 02925E	RTO # 5089	Review:	24 months		
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 4 of 4	