

Access and Equity Policy

Purpose:

The Centre for Professional Learning and Development | CPLE (RTO 88148) is committed to providing all students with equitable opportunities to pursue their training and development. This policy and procedure is to be used by CPLE to integrate access and equity principles into all training and assessment activities it conducts or is conducted on its behalf.

Aim & Scope:

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 behaviour.

This policy covers all Centre for Professional Learning and Development | CPLE (RTO 888148) policies and procedures and all training function activities.

This policy supports conduct within Element 2.1 and 2.3 (AQTF Condition 3) and Clauses 1.3, 1.7, 5.1, 5.2, 8.5 of the Standards for Registered Training Organisations (SRTO) 2015

Authorisation:

This policy shall be endorsed and issued under the authority of the RTO Manager

Policy:

1. All students will receive fair and equitable treatment in all aspects of training opportunities without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.
2. Students will receive equitable access to resources, facilities, equipment and training and assessment opportunities to ensure the best potential outcomes for success, no matter where or how they are studying.
3. Entry/admission requirements to courses will be clearly outlined in all Training and Assessment Strategies and in all marketing material, allowing all parties to be well informed in the course selection process.
4. Admission requirements may include material, academic, physiological and psychological requirements considered to be pre-requisite for enrolling candidates. The enrolment

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process and the ability of the RTO to support the enrolment of a student are determined based on the student meeting these pre-requisite requirements.

5. On the basis of the criteria levels established for enrolment in each course, a range of educational and support services will be provided by the RTO to cater for the needs of students and to support their ongoing training.
6. Allowable reasonable adjustment may be offered for those requiring aids, technology, extra time, alternative assessment methods etc.
7. A person may be excluded under this policy if they are unable to meet occupational health and safety standards or if their ability to participate poses risks to safety to themselves or others.
8. All CPLE trainers/assessors are responsible to adhere to and be advocates for this policy.
9. This policy will be available to all students via our website as well as in reference to the CPLE Student Handbook.
10. CPLE has published Complaints Handling and Appeals Policies and Procedures which provides students and others with avenues to make a complaint or to appeal a decision (including assessment decisions).
11. All other CPLE policies and procedures will be monitored and reviewed to ensure that they continue to recognise and incorporate the rights of individuals.

Definitions:

Access and Equity principles include:

- Equity for all people through the fair and appropriate allocation of resources
- Equality of access for all people to appropriate quality training and assessment services
- Increased opportunity for people to participate in training

Disadvantaged groups may include the following groups who traditionally have been under-represented in Vocational Education and Training (VET)

- People with a disability
- Aboriginals and Torres Strait Islander People
- Women
- People from non-English speaking backgrounds
- People in rural and remote areas
- Long term unemployed

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Direct Discrimination	<p>Is any action which specifically excludes a person or group of people from a benefit or opportunity, or significantly reduces their chances of obtaining it. An action that is based on irrelevant reasons or circumstances such as personal characteristics (e.g. gender, ethnic origin) is direct discrimination</p> <p>Sometimes the rules, practices and decisions made by a person or organisation treat people the same (in a way that actually disadvantages some). By treating everyone exactly the same means that those who may need individual assistance are not being supported. Therefore, because they will have their chances of opportunity or success significantly reduced, they are being indirectly discriminated against.</p>
Indirect Discrimination	<p>Occurs when certain groups (because of a group they are in) are disadvantaged because of the way the rules, practices and decisions are implemented. This means that other groups (because of the group they are in) get the advantages of the ways the rules and decisions are implemented. Direct and indirect discrimination contribute to systemic discrimination.</p>
Systemic Discrimination	<p>Focuses on outcomes. Equity is not concerned with treating people in the same way; it is concerned with ensuring that all groups of people participate, have the opportunity to reach their potential, make choices and receive responsive and appropriate products and services and therefore benefit to the same level.</p>
Equity	<p>Is defined by the Commonwealth Sexual Discrimination Act 1984, as when a person:</p> <ul style="list-style-type: none"> • Makes an unwelcome sexual advance or an unwelcome request for sexual favours; • Engages in unwelcome conduct of a sexual nature, and a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated.
Sexual Harassment	

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Responsibilities:

All CPLE Staff

- To advocate and adhere to this policy in all areas of practice
- To report unfair or unjust practice in line with the Complaints Handling Policy and Procedure and other associated Communities@Work policies and procedures

Human Resources:

- To support CPLE staff in the implementation of this policy

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References:

1. ISO 9001:2008 Clause
2. Age Discrimination Act 2004
3. Australian Human Rights Commission Act 1986
4. Disability Discrimination Act 1992
5. Racial Discrimination Act 1975
6. Sex Discrimination Act 1984
7. Australian Capital Territory – Discrimination Act 1991

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VERSION HISTORY

Version	Date of effect	Brief summary of change
1	17.07.2018	Initial Document

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