

## Policy – RTO Access and Equity

### Purpose

Work & Training values and is committed to providing and maintaining quality training products and services to all people regardless of their diversity; allowing all students, both current and prospective, the opportunity to participate in a learning environment free from discrimination, harassment, bullying and vilification.

The intent of this policy is to ensure all people have ease of access and equity to quality training products and services, and being provided in a way that meet individual needs regardless of the student's diversity and background.

### Scope

This policy applies to all Work & Training staff, including those acting on behalf of Work & Training in third party arrangements and all current and prospective students, as well as all training products and services. Access and equity is about how a person can receive services based on the service they seek, their eligibility for that service, available resources and the program's capacity to respond.

### Definitions

For the purpose of this policy and relevant procedure, the following definitions have been adopted:

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

**Learner** means a person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation.

**Third party\*** means any person who has an arrangement with an NVR registered training organisation to deliver services, but does not include:

- a) employees of the organisation;
- b) experts engaged by the organisation; or
- c) government agencies and government funded agencies that refer VET students to the organisation and do not receive any payment from the organisation for doing so.

**Discrimination** occurs when a person is treated less favourably than others due to the person's circumstances, characteristics or beliefs.

**Direct Discrimination** takes place when a person, organisation or group of persons is treated less fairly than others on the basis of stereotyped beliefs or views.

**Indirect Discrimination** includes rules, practices or policies which appear to be non-discriminatory and equally applicable, but operate in such a way that certain groups of people are excluded without cause.

**Harassment** is any behaviour which is unwelcome, offends, humiliates or intimidates a person.

**Sexual Harassment** includes but not limited to unwelcome sexual advances, requests for sexual favours, and other verbal or physical harassment of a sexual nature in the workplace or learning environment.

**Verbal harassment** includes but not limited to racist jokes or comments, belittling someone, threats, insults or abuse, offensive obscene language and spreading rumours.

**Physical Harassment** includes but not limited to unwelcome physical contact, hitting, pushing, shoving or throwing objects at a person and unfastening a person's attire.

*\*Definition as stated in the Outcome Standards –Standards for RTOs 2025.*

## **Policy Principles**

Work & Training will not accept any form of discrimination and will apply the following principles in support of access and equity:


- Work & Training abides by access and equity principles as detailed in this policy.
- Create and actively promote a learning environment where information, services and facilities are readily accessible to all people and do not directly or indirectly discriminate against individuals regardless of personal circumstance;
- Provide information and communicate in a manner appropriate to individual communication and cultural needs;
- The student admission process is bias-free and non-discriminatory. Admission to courses and programs is based solely on the applicant meeting published entry criteria and the availability of spaces;
- Students with identified needs are consulted in relation to their study requirements, with appropriate supports provided through the enrolment process;
- The course design is flexible and inclusive of student needs, with modifications made where necessary and possible;
- Work & Training respects a learner's right to privacy, confidentiality and is sensitive to individual needs; and
- Work & Training will ensure all staff including those employed in third party arrangements, have access to the information and support needed to prevent discrimination, sexual harassment, bullying and violence, victimisation and vilification or to deal with it appropriately if it occurs.

Work & Training will demonstrate its commitment by:

- selecting students according to a fair and non-discriminatory process;
- making its training relevant for a diverse student population;
- providing suitable access to facilities and resources;
- providing appropriate support services;
- providing a culture that supports students to raise a complaint where necessary;
- consulting relevant industry groups; and
- raising staff, including those employed by a third party and student awareness of equity issues.

## **References and Relevant Legislation**

- Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)
- Privacy Act 1988 (Commonwealth)
- The Disability Discrimination Act 1992 (Cth)
- National Vocational Education and Training Regulator Act 2011 (Commonwealth)
- Tasmania Work, Health and Safety Act 2012
- Tasmanian Health Service Act 2018
- Work & Training Enrolment Policy
- Work & Training Grievance, Complaints and Appeals Policy and Procedure

<b>Authorised by</b>	Rodney Hayden, CEO	<b>Date</b>	11.10.24
<b>Signature</b>			

**Revision Record**

<b>Date</b>	<b>Version</b>	<b>Revision Description</b>
10.03.23	2023.01	Updated to current logo
13.02.24	2024.01	Updated title to include "RTO"
11.10.24	2024.02	Added CEO authorisation
02.06.25	2025.01	Added reference to RTO Standards 2025