

POLICY STATEMENT

This Policy is designed to promote fair and equal access and opportunity for all students, regardless of their diversity. The RTO is committed to providing a learning environment free from discrimination, harassment, bullying, and vilification.

The RTO prohibits discrimination based on protected attributes, including but not limited to age, disability, race, sex, intersex status, gender identity, sexual orientation, religion, political or other opinions, national or social origin, birth, nationality, marital status, and parental status, employment status, imprisonment, or remote location.

The RTO is committed to applying access and equity principles to all potential and current students by providing timely and appropriate information, advice, and support to help them achieve their desired outcomes. The RTO actively works to identify and address the needs of individuals and groups who might be disadvantaged, ensuring fair allocation of resources and equal opportunities to access training and assessment services.

The RTO's goal is to create a training and education environment that is free from all forms of discrimination and harassment. We are dedicated to ensuring that all students can fully understand and engage with their courses, whether they are currently enrolled or seeking to enrol.

SCOPE

This policy applies to all employees, students and third-party partners operating under a third-party arrangement. Access and equity are supported by legislation, including, but not limited to:

- Anti-Discrimination Act 1977
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Workplace Gender Equality Act 2012
- Fair Work Act 2009
- Western Australia Equal Opportunity Act 1984 (WA)
- Australian Human Rights Commission Act 1986

DEFINITIONS

Access and Equity: Policies, procedures, and practices responsive to the individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language and numeracy skills, unemployment status, or remote location may present barriers to access, participation, and achieving suitable outcomes.

ACSF: Australian Core Skills Framework

RTO: Registered Training Organisation

CEO: Chief Executive Officer

COO: Chief Operating Officer – Training

Reasonable Adjustment: Actions taken by the RTO in training or assessment to allow students to meet the same outcomes as those without a disability or impairment, without altering the integrity of the training and assessment requirements or causing unjustifiable hardship for the RTO.

LLN: Language, Literacy, and Numeracy

HR: Human Resources

Unjustifiable Hardship: As defined in the Disability Discrimination Act 1992 (DDA), section 11.

RESPONSIBILITY

COO: Develop and apply policies and practices that eliminate discrimination and harassment and promote a culture of inclusion and diversity. Provide support and resources to employees and students to facilitate access and equity in training and assessment.

HR Department: Ensure that this policy is provided to new staff during induction.

Trainers and Assessors: Uphold the principles of access and equity in all interactions with students and colleagues. Ensure all training and assessment materials are inclusive and accessible to diverse learner groups.

Third-Party Partners: Adhere to this policy and align practices with access and equity principles. Collaborate with the RTO to address any access and equity issues that arise within their operations.

Students: Disclose any support needs or requirements related to training and assessment services and communicate any concerns or issues regarding access and equity promptly.

PROCEDURE

To ensure that recruitment, enrolment and training and assessment services are bias-free and non-discriminatory, RTO will apply the same process for all students:

- Base course enrolment solely on availability of places and students satisfying course entry requirements.
- Provide students with adequate information and support to enable them to make informed decisions on the most suitable course for their needs.
- Identify special needs during pre-enrolment and prior to course commencement.
- Organise one-on-one meetings with students who indicate they have special needs to discuss their requirements in detail to ensure appropriate accommodations are planned and implemented.
- Communicate enrolment details, including any special accommodations arranged.
- Maintain open lines of communication for ongoing support throughout the course, encouraging students to reach out for assistance as needed.
- Ensure individuals who raise concerns, complaints or grievances are treated with respect and not discriminated against.
- Provide students with a fair and equitable Complaints and Appeals Policy through our website and upon request.
- Provide students with relevant policies, procedures and course information prior to enrolment, through our website and publicly available Student Handbook.
- Gather feedback from students regarding the enrolment and support process to identify areas for improvement.

BULLYING AND HARASSMENT

In accordance with legislation and the RTO's commitment to providing a safe learning environment, harassment, bullying, and intimidation, including sexual harassment, will not be tolerated. Students are encouraged to speak to their trainer, the RTO Training Coordinator, and/or Student Administration with any concerns. Reported cases will be taken seriously and investigated thoroughly.

LANGUAGE, LITERACY AND NUMERACY (LLN)

Students wishing to enrol in training will complete an online LLN assessment using the LLN Robot. This tool evaluates each learner's levels in learning, reading, writing, verbal skills, and numeracy based on the Australian Core Skills Framework (ACSF).

The assessment is conducted prior to enrolment to ensure alignment with the Australian Qualifications Framework (AQF) level of the desired course. The results are reviewed to confirm the student's suitability for the course. If students LLN levels are deemed inadequate, alternative options, such as additional support or alternative courses, will be discussed to assist in their learning journey.

REASONABLE ADJUSTMENT FOR STUDENTS WITH DISABILITIES/SPECIAL NEEDS

Students with disabilities/special needs are subject to the RTO's standard rules and procedures. The RTO is committed to providing reasonable adjustments to support these students, ensuring equitable access to training and assessment. Adjustments are based on evidence of the disability and its functional implications.

All reasonable adjustments will be documented in a Reasonable Adjustment Plan detailing specific adjustments and support services. Adjustments may include, but not limited to:

- Appropriate and Accessible Materials: Modifying learning materials to accessible formats.
- Flexible Delivery Methods: Adapting delivery modes or class schedules.
- Modified Teaching Methods: Adjusting teaching techniques to accommodate learning needs.
- Adaptable Assessment: Offering alternative assessment methods or formats.

DISCLOSURE OF DISABILITY/SPECIAL NEED

The RTO encourages learners to disclose disabilities/special needs as soon as possible before course commencement. If disclosed less than 30 days before the course starts, the RTO will make reasonable efforts to discuss adjustments. However, adjustments may be limited by training course specifics, locations, and resources.

REASONABLE ADJUSTMENTS STUDENTS WITH SPECIFIC NEEDS

At the RTO's discretion, reasonable adjustments may be made for students with specific needs, including but not limited to:

- No Formal Disability Diagnosis but Specific Learning Needs: Students with learning difficulties impacting engagement with standard methods.
- Challenges Impacting Full Participation: Barriers such as temporary health issues, language barriers, fear of assessment, or personal circumstances.
- Requests for Additional Support Services: Extra tutoring or tailored resources.

All agreed adjustments will be recorded in the Reasonable Adjustment Plan form.

REASONABLE ADJUSTMENT PROCESS DESCRIPTION

Student needs will be identified through initial contact with enrolment staff, receipt of application materials, and orientation events prior to training commencement, where possible.

Reasonable adjustment requirements should be negotiated at least 30 days in advance to ensure effective implementation. Adjustments will be made individually, considering all relevant circumstances.

If adjustments do not enable the learner to meet course requirements, the course may be deemed unsuitable. Concerns will be discussed with the learner to make an informed decision, and alternative training and career options may be suggested.

PHYSICAL ABILITY

Certain courses/units require specific physical abilities essential for meeting learning outcomes and industry standards. These may include:

- Manual Dexterity: Handling and manipulating tools or equipment.
- Physical Strength and Endurance: Lifting, moving, or holding items as required.
- Mobility: Navigating physical spaces and environments.
- Coordination: Coordinating physical actions and movements.

Students will be informed of the course/unit-specific physical requirements prior to enrolment and may need to declare their physical abilities. If they are unable to meet these requirements due to physical inability, they may not be able to enrol or continue. However, reasonable adjustments will be considered where possible to support their participation. Alternative courses or training programs will also be suggested if necessary.

PRACTICAL APPLICATION OF REASONABLE ADJUSTMENT

Reasonable adjustment applied to participate in teaching, learning, and assessment activities could include, but not limited to:

- Customisation within the training package or accredited course.
- Modification or restriction of the learning cohort.
- Modification to teaching tools, tasks, and assessment methods.
- Use of different presentation media, learner support, and assistive technologies.
- Provision of specialised equipment or facilities.
- Online strategies for remote learners.
- Accessible information and learning materials prior to enrolment.
- Monitoring adjustments to ensure ongoing learner needs are met.

Trainers and assessors must follow assessment principles, particularly fairness and flexibility. Any policy conflicts will be reported to the COO - Training.

LIMITS OF ADJUSTMENTS

While the RTO is committed to providing reasonable adjustments, there are limits to what can be accommodated without compromising the course's essential requirements or industry standards. Adjustments are limited to ensuring:

- No alteration of the fundamental nature of the course or learning outcomes.
- No risk to health and safety.
- Feasibility within available resources and facilities.

COSTS AND FEES

If adjustments require additional resources or specialised services, students will be informed of any potential costs beforehand. The RTO will:

- Provide a clear outline of additional costs.

- Ensure students are aware of these costs prior to course commencement.
- Offer guidance on alternative options if costs pose a barrier.

RISK AND REPORTING

If a staff member determines that a student cannot complete the course or meet requirements due to a disability, and it poses a work health and safety risk to themselves or others, the issue must be reported in writing to the Compliance Manager and COO - Training.

The RTO will provide detailed information regarding adjustments during the pre-enrolment process. All decisions and documentation related to adjustments will be maintained in the student's records.

DOCUMENTS

- Disability Standards for Education 2005 (formulated under the Disability Discrimination Act 1992)
- Australian Quality Training Framework (AQTF) Essential Conditions
- AQTF Essential Conditions and Standards for Continuing Registration
- Standards for Registered Training Organisations
- Student Support Policy
- Reasonable Adjustment Guide
- Trainer Handbook
- Student Handbook
- Student Special Needs Form
- Reasonable Adjustment Plan.

ENDORSEMENT / REVISION NOTES

Approved by COO – Training

Name: Jegath Jisangar

Approved date: 18/10/2024

ADDENDUM A. REASONABLE ADJUSTMENT FLOWCHART

