



ACCESS AND EQUITY POLICY

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DGT Employment and Training Operating Principles

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DISCLAIMER

DGT Employment and Training has made every effort to ensure that the information in this resource, at the time of publication aligns to current Standards for Registered Training Organisations (RTOs) 2015. The information in this resource will be routinely reviewed as part of continuous improvement activities incorporate any necessary amendments.

In no event, shall DGT Employment and Training be liable (including negligence) for any claim, action, proceeding, demand, liability, costs, damages, expenses or loss (including without limitation, direct, indirect, punitive, special or consequential) whatsoever brought against it or made upon it or incurred by DGT Employment and Training arising out of or in connection with a person's use of information in this publication.

NOTE

For the purpose of this document the term "The Company" refers to DGT Employment and Training.

'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' (Glossary, Standards for RTOs 2015)

PURPOSE

The purpose of this policy is to ensure all DGT Employment and Training, current and prospective staff, students, contractors and community members are valued with inclusive practices across the organisation.

COMMITMENT

DGT Employment and Training is committed to providing quality training and assessment products and services in compliance with the Standards for Registered Training Organisations (RTOs) 2015 and promotes, encourages and values equity and diversity with regard to students and will ensure that services offered are provided in a fair and equitable manner to all students, free from bias.

DGT Employment and Training is committed to providing flexible learning and assessment options, allowing students alternatives which recognizes their individual needs and circumstances aiding them in their learning goals.

As a Registered Training Organisation (RTO), DGT Employment & Training is committed to providing and upholding the principles of access and equity in all aspects of its operations in order to maintain best practice training and client services.

Our Objectives

- Respect all people.
- Provide a learning environment free from harassment, discrimination and victimisation.
- Ensure equal opportunity is applied to all aspects of our service and training processes.
- Continually strive to improve our service to meet client and learner needs.

Our Methods

DGT Employment & Training will meet these objectives by:

- Providing learners with information about training, assessment, and support services available to them prior to commencing training;
- Ensuring all learners understand their rights and obligations;
- Identifying and assisting with any Language, Literacy, and Numeracy concerns;
- Designing and developing programs and courses that are contextualised to the needs and requirements of the client and workplace;
- Monitoring and supporting learners progress throughout the duration of their study;
- Maintaining accurate learner records and storing them safely and securely; · Providing access for learners to their records in a timely manner;
- Managing complaints and appeals in an effective and efficient manner;
- Complying with relevant Commonwealth, State and/or territory legislation and regulatory requirements.

Students intending to enrol for training with DGT Employment and Training are requested prior to enrolment to advise if they have any disability, physical or other impairment which may adversely affect their ability to successfully undertake training and assessment.

Students are encouraged to discuss any 'special needs' and/or 'reasonable adjustments' to the study environment which they consider are necessary or would assist them in the performance of their studies.

DGT Employment and Training, in collaboration with the student, will assess the potential for the Student to successfully complete the training this may include flexible delivery options to optimise the ease and benefit of Student learning. However, no compromise to the integrity of the assessment against competency will be allowed. Students with a disability are required to have the ability to fulfil the core requirements of the units of Competence to attain the relevant award. However, it is recognised that flexibility in arrangements may need to be implemented.

STAFF, CONTRACTORS AND STUDENT'S RESPONSIBILITIES

DGT Employment and Training staff, contractors and students have the responsibility to:

- act to prevent harassment, discrimination and victimisation against others;
- respect differences among other staff, students and contractors, such as cultural and social diversity;
- treat people fairly, without discrimination, harassment or victimisation;
- respect the rights of others;
- respect people's rights to privacy and confidentiality;
- refuse to join in with these behaviours;
- support the person in saying no to these behaviours;
- act as a witness if the person being harassed decides to lodge a complaint;
- observe site rules or behaviour guidelines set by Trainers/Assessors;
- behave in a manner that does not interfere with the learning of others;
- conduct themselves in a responsible manner while in training; and
- ensure the rights of all students to have their say, balanced with the responsibility to listen to others and allow others to have their say.

If a DGT Employment and Training staff, contractor or student feels harassed, bullied or otherwise a victim of unwelcome behaviour, the staff, contractor or student is encouraged to inform the person where the behaviour is unwanted, unacceptable and/or offensive. If the staff, contractor or student feels unable to approach the person, or if the behaviour continues following their request that the behaviour cease, the RTO Management Team should be contacted.

RELATED POLICIES

Anti-Discrimination and Sexual Harassment Policy
 Workplace Harassment, Bullying and Violence Policy
 Victimisation Policy
 Disability Policy
 Workplace Gender Equality Policy
 Equal Employment Opportunity Policy
 Pregnancy and Potential Pregnancy
 Social Media Policy
 Assessment Policy and Procedures
 Complaints Resolution Policy

Academic Appeal Process
Workplace Rehabilitation Policy and Guidelines
Language, Literacy and Numeracy Policy

LEGISLATION

- National Vocational Education and Training Regulator Act 2011 (NVR Act)
– Commonwealth;
- Vocational Education, Training and Employment Act 2000 (Queensland);
- Age Discrimination Act 2004 (Commonwealth);
- Disability Discrimination Act 2009 (Commonwealth);
- Racial Discrimination Act 1975 (Commonwealth);
- Sex Discrimination Act 1984 (Commonwealth);
- Anti-Discrimination Act 1991 (Queensland);

VERSION CONTROL LOG

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1.0	Initial publication	20.08.2021