
Name:	Access and Equity Policy and Procedures
Endorsed by:	Group General Manager
Date approved:	05 th March 2019
Review Date:	05 th March 2020

PURPOSE

As a values-based organisation, Eagle Wing Education and Training (EWET) is committed to ensuring access and equity to all students or prospective students. The intent of this policy and procedure is to outline how the organisation is responsive to student's individual needs whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may otherwise become a barrier to accessing EWET's programs or a successful training outcome.

SCOPE

This policy defines how EWET provides inclusive education services and a learning environment that is free from discrimination, harassment and victimisation and one in which student opportunities for successful completion are optimised.

RELATED DOCUMENTS

- Student Handbook
- Language Literacy and Numeracy Policy
- Individual Training Plan
- Code of Conduct – Staff
- Fees and Charges Policy and Procedures
- Staff Recruitment Policy and Procedure
- Consumer Protection Policy
- Assessment Policy and Procedure
- Complaints and Appeals Policy
- Continuous Improvement Policy
- Student Selection Enrolment Policy and Procedure
- Refund Policy and Procedures
- Harassment, Bullying and Discrimination Policy and Procedure

RELEVANT STANDARDS, LEGISLATION AND GUIDELINES

- Standard 5 of the Standards for Standards for Registered Training Organisations (RTOs) 2015

Federal Legislation:

Age Discrimination Act 2004
 Australian Human Rights Commission Act 1986
 Disability Discrimination Act 1992
 Racial Discrimination Act 1975
 Sex Discrimination Act 1984
 Work Place Gender Equality Act 2012
 Fair Work Act 2009

State Legislation:

Australian Capital Territory Discrimination Act 1991 (ACT)
 Children and Young People Act 2008 (ACT)
 New South Wales Anti-Discrimination Act 1977 (NSW)
 Child Protection (Working with Children) Act 2012 (NSW)
 Northern Territory Anti-Discrimination Act 1996 (NT)
 Care and Protection of Children Act 2007 (NT)
 Queensland Anti-Discrimination Act 1991 (QLD)
 Child Protection Act 1999 (QLD)
 South Australia Equal Opportunity Act 1984 (SA)
 Children's Protection Act 1993 (SA)
 Tasmania Anti-Discrimination Act 1998 (TAS)
 Children, Young Persons and their Families Act 1997 (TAS)
 Victoria Equal Opportunity Act 2010 (VIC)
 Children, Youth and Families Act 2005 (VIC)
 Western Australia Equal Opportunity Act 1984 (WA)
 Children and Community Services Act 2004 (WA)

Table 1: Federal and State Legislation**DEFINITIONS/ ACRONYMS****Access and Equity**

Access and equity means policies and approaches aimed at ensuring that Vocational Education and Training 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.

Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law. This includes bullying someone because of a protected characteristic.

Direct Discrimination

Direct discrimination happens when someone is treated unfavourably because of a personal characteristic protected by the law. Direct discrimination often happens because people make unfair assumptions about what people with certain personal characteristics can and cannot do².

Indirect Discrimination

Indirect discrimination occurs when an unreasonable requirement, condition or practice is imposed that disadvantages a person or group because of a personal characteristic².

POLICY

EWET is committed to ensuring that all eligible students have access to educational opportunities.

EWET applies easily defined and tangible rules in support of access and equity, namely:

- All students are given fair and reasonable opportunity to enrol, undertake and complete their training within expected and agreed timeframes.
- All staff are given fair and reasonable opportunity to participate in relevant decision making processes and the allocation of resources and services as required to fulfil their duties and responsibilities.
- Discrimination, direct or indirect, is not tolerated and will lead to disciplinary action of the offender if proved.

Perceived deficiencies in the Access and Equity Policy and its implementation are documented and reviewed as part of the Continuous Improvement Policy and Procedure. Deficiencies are investigated to determine whether a problem or policy discrepancy exists, and if so, the impact of that deficiency, how the policy should be amended to eliminate the deficiency and whether the suggested amendment is consistent with a 'best practice strategy'.

Equal Opportunity Legislation

EWET abides by the Equal Opportunity Legislation of each State that protects those involved in the training system. This legislation makes discrimination and harassment in the provision of education, employment and the provision of goods and services unlawful.

Equality in Student Selection

EWET is committed to ensuring that student selection processes are fair and equitable and, are consistent with workplace performance, competency level and Training Package requirements. EWET ensures that any applicants who do not meet entry requirements are advised of pre-entry training they may take to meet eligibility criteria.

Therefore selection into our programs is based upon the applicant:

- Satisfying appropriate funding body entry criterion (if applicable)
- Meeting required pre-requisite qualifications or work experience
- Meeting required industry age requirements that may be in place for a particular course
- Has or can access particular requirements pertaining to their mode of study.

Equality in Student Enrolment

EWET is committed to the enrolment of students when the organisation has the capacity to deliver the course for which the student is enrolling and where the student has;

- Applied in the prescribed manner
- Meets the selection requirements for the relevant course
- Meets the selection criteria for the course
- Supplied accurate personal and previous qualification information
- Agreed to abide by the organisation's policies, procedures and code of conduct
- Paid the prescribed fees (refer to the Fees and Charges Policy and Procedures).

Wellbeing of students under 18 years of age

EWET reports any concerns about the safety, welfare and well-being of students in accordance with State Child Protection Acts (refer to Table 1: State Legislation) to the relevant State Department of Family and Community Services.

Equity and Access

EWET is committed to providing support services and equal access to opportunities for students with a disability, in accordance with the provisions of the Disability Discrimination Act (1992).

EWET shall always respect a student's right to privacy and confidentiality in relation to their disability and be sensitive to the needs of students with a disability. Students with a disability are required to have the ability to fulfil the core requirements and satisfactorily complete competencies/learning outcomes within all courses to attain the relevant award. However, it is recognised that flexibility in arrangements may need to be implemented. Such arrangements may be negotiated with the Group General Manager.

Assessments conducted as part of recognition assessment are moderated alongside other samples of regular assessment processes to ensure consistency and parity of assessment across all instances of assessment, whether undertaken at the end of a course of training or as a result of recognition application.

Our student selection processes are non-discriminatory and are based on generic and objective entry criterion. For more information see the Student Selection and Enrolment Policy and Procedure.

EWET is committed to supporting students with special needs. We do this by identifying special needs and, where appropriate, make reasonable adjustments to the learning and assessment environment. For those students who are financially disadvantaged the organisation attempts to minimise barriers to application and enrolment through the use of payment plans and where appropriate waiving of fees.

EWET is an equal opportunity employer and training provider, as such does not discriminate against, or favour target groups in the recruitment of students or staff.

Target Groups are defined as:

- Aboriginal and Torres Strait Islanders
- People with a disability
- People from non-English speaking backgrounds
- People in transition and other special groups (i.e. people re-entering the workforce, long term unemployed, sole parents, people with literacy problems, and those who have been institutionalised)
- Women
- People from regionally isolated communities.

Application and Enrolment Procedure

Step 1	Pre-enrolment information
	<p>Applicant has access to the pre-enrolment information listed below.</p> <ul style="list-style-type: none"> • Course Information Flyer Contains information about the relevant course, including how the course will be delivered and fee information to allow the learner to make an informed decision about their training and outlines how to find EWET's Policies and Procedures. • Unique Student Identifier fact Sheet From 1 January 2015, all students enrolled in Nationally Recognised Training must have a Unique Student Identifier (USI). • Recognition of Prior Learning (RPL) and Credit Transfer Applicants who want to apply for RPL should contact EWET. They will need to provide a copy of their Qualification or Statement of Attainment and Transcript (Record of Results) with their application.
Step 2	Enrolment
	<ul style="list-style-type: none"> • Applicants apply for the Unique Student Identifier http://www.usi.gov.au • Applicants complete the enrolment Form and send or bring it into EWET with a copy of their Photo Identification. If they are applying for credit transfer or recognition, they also need to include relevant evidence as necessary, e.g. also copies of relevant qualifications/statements of attainment and transcripts. If applying for fee concession they will also need to supply evidence of concession eligibility. • Once the enrolment has been processed and accepted, students will be provided with any further course information and resource for their course
Step 3	LLN Quiz
	<p>Applicants complete a Pre-enrolment Quiz – this may occur at application or enrolment. The Quiz has been developed to provide students, trainer/assessors and the training organisation with an understanding of the literacy, numeracy, problem solving and contextualised knowledge and skills required when undertaking entry level training.</p>
Step 4	Administration
	<p>EWET will process the enrolment. Applicants are notified of acceptance into the course prior to course commencement. (Allow 3-5 business days for processing). A Commitment ID will be issued to funded students (expires as per the expiry date on the notification of enrolment). A training plan is created for each student. Identified learner needs will be noted on the training plan including strategies to address these needs.</p>
Step 5	Payment of Fees
	<p>An invoice will be issued to the student for payment of fees. Applicants may be required to pay a 20% deposit fee prior to commencement of training.</p>