

1.0 PURPOSE

- 1.1 Access Training & Logistics is committed to providing equal opportunity and promoting inclusive practices and processes and integrating the principles of access and equity in its policies and procedures.

This policy states how Access Training & Logistics will provide inclusive education services and a learning environment that is free from discrimination, harassment and victimisation. This policy relates to the provision of all education and support services by Access Training & Logistics to participants.

2.0 SCOPE

- 2.1 This Policy applies to all Access Training & Logistics participants

3.0 RESPONSIBILITY

- 3.1 It is the responsibility of the Access Training & Logistics Manager to ensure that this policy is communicated to all staff and clients.
- 3.2 It is the responsibility of all Access Training & Logistics staff and contractors to follow the policy.

4.0 POLICY

The following principles are applied by Access Training & Logistics in the development and implementation of all learning and assessment strategies.

- 4.1 To ensure that the participant recruitment and admission process is bias-free and non-discriminatory, Access Training & Logistics:
- uses the same recruitment and admission process for all applicants
 - bases admission to courses and programs solely on availability of places and the applicant satisfying course entry requirements
 - provides applicants with adequate information and support to enable them to select the most suitable program for their needs
- 4.2 To ensure that the learning environment is free from harassment, discrimination and victimisation, Access Training & Logistics:
- specifies standards of behaviour expected from participants and staff in its Codes of Conduct and has policies and procedures in place for preventing harassment and discrimination
- 4.3 To ensure that all learning material developed by Access Training & Logistics is inclusive of a range of participant needs, Access Training & Logistics:
- considers issues relating to access and equity when specifying course entry requirements and prerequisites

- offers flexible course design that provides multiple entry and exit points or pathways through the course, including credit transfer and recognition of prior learning
- takes into account the requirements of participants with a disability when designing courses
- provides inclusive and non-discriminatory learning materials
- in the case of vocational courses, language, literacy and numeracy requirements are consistent with the vocational level of the qualification
- provides participants without online access with information through other media according to needs.

4.4 Access Training & Logistics provides an assessment process that is fair, valid, reliable and consistent through:

- recognition of previously acquired skills and knowledge
- provision of adequate information on course and subject assessment, prior to enrolment in the course
- adapting assessments to meet participant needs while still maintaining a high quality, valid and consistent process (see reasonable adjustment below)
- giving participants the right to appeal an assessment or recognition decision
- giving all participants an equal opportunity to demonstrate competence

4.5 Support is provided to those with special needs.

4.6 Reasonable adjustment is provided to those with a disability or special need according to individual circumstances. This means providing the appropriate services and/or facilities for participant learning and assessment.

Reasonable adjustment may include but is not restricted to:

- the use of adaptive/assistive technology (equipment and software designed for use by people with a disability)
- educational support
- alternative assessment methods
- learning and assessment aids such as papers in large print or the use of scribes or interpreters
- extra time to complete a course or assessment.

4.7 Learning support is facilitated for those with basic literacy, numeracy or English language difficulties or other identified areas of learning difficulty.

4.8 Special consideration may be granted if through misadventure (eg. illness, bereavement or personal trauma) a participant is prevented from completing an assessment or sitting an examination; or believes that their performance in an assessment event has been affected by the incident.

4.9 Access Training & Logistics' premises provide appropriate access to those with a physical disability. Where Access Training & Logistics provides training and assessment at other venues, Access Training & Logistics will ensure to the best of its ability that venues are accessible to people with a disability.

4.10 Complaints and appeals are addressed in a fair and equitable manner.

4.11 Individuals who believe they have been treated unfairly are encouraged to use Access Training & Logistics' Client Grievance Procedure. Access Training & Logistics will promptly and thoroughly investigate all complaints and appeals in accordance with stated procedures.

Participants also have the right to appeal against any decisions as set out in the complaints and appeals procedure.

5.0 RELATED POLICIES & PROCEDURES

- Access Training & Logistics Equal Employment Opportunity Policy
- Access Training & Logistics Complaints and Appeals Policy
- Client Grievance Procedure

6.0 RELATED LEGISLATION

- Anti Discrimination Act 1977
- Disability Discrimination Act 1992 (including Disability Standards for Education)
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- 2015 Standards Registered Training Organisations