

**Title:** Access & Equity

**Procedure Number:** RTO-CG-PO006

**Approvals**

This procedure has been approved for use by the signatures below as the current edition, together with all amendments as listed below:

**All other amendments are unapproved**

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Name** | **Approval Signature** |
| Managing Director | Andrew Freeman |  |
| Quality/HR Manager | Emily Trevaskis | C:\Users\Receptionist\AppData\Local\Microsoft\Windows\INetCacheContent.Word\Em sig2.png |

Table of Contents

[1.0 SCOPE & PURPOSE 3](#_Toc464644614)

[2.0 RESPONSIBILITIES 3](#_Toc464644615)

[3.0 POLICY 3](#_Toc464644616)

[4.0 DOCUMENTATION & RECORDS 5](#_Toc464644618)

[5.0 REFERENCES 5](#_Toc464644619)

[6.0 AMENDMENT RECORD 5](#_Toc464644620)

1. SCOPE & PURPOSE

This document is relevant to people whom access courses within Fluid Maintenance Australia’s Scope of Registration as a Registered Training Organisation

1. RESPONSIBILITIES

Training Management Group: responsible for ensuring the overall compliance to this procedure and ensuring effective management of liaising with the relevant industry experts.

Industry Partner Responsibility;

* To provide ethical and accurate information
* To provide FMA permission to use information provided in industry for advertising and marketing purposes
* To provide feedback in relation to information requested by FMA in a timely manner
* To seek permission from FMA to use information received through industry liaison in advertising and marketing

1. POLICY

Access generally refers to the ability to participate in training. Improving access might include improving physical access to a training venue, ensuring that selection criteria do not discriminate against clients, adapting marketing activities to encourage all clients and so on.

Equity is a term used to cover issues relating to access to Vocational Education Training (“VET”), participation in VET, and achievement of outcomes in VET. Equity issues range from providing a supportive learning environment to adjusting assessments to meet individual circumstances, from policies on fee reduction to development of inclusive training materials. Basically, equity refers to the ability to achieve results in training and to receive training in an inclusive environment with inclusive materials.

An inclusive environment or set of materials is one that acknowledges and values the differences between people and cultures. It recognises and embraces differences and provides the means by which all clients have the best opportunity to achieve their goals.

We are committed to providing opportunities to all people for advancement in training on an equitable basis, including industries where women are under-represented, people with disabilities, people from non English speaking backgrounds, indigenous Australians and rural and remote learners.

The Equal Opportunity Act (1995) makes it unlawful for anyone to be treated unfairly or discriminated against. All staff, contractors, licensees and their sub-contractors engaged by FMA will recognise the diverse needs of participants/clients and shall not discriminate toward any individual or group in any form. Staff, contractors, licensees and their sub-contractors will be made aware of, and implement, the Access & Equity Policy & Procedure.

All participants have equal access to our programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation, special needs or carer’s responsibilities.

We ensure that their selection criterion is non-discriminatory, providing fair access to training for disadvantaged people.

All participants who meet the entry requirements (if applicable) as prescribed by the appropriate National Training Package, will be accepted into any program within our scope of registration.

All staff and participants, in their induction to our organisation or into a training program, are made aware of our Access and Equity Policy (See the Student Handbook).

Any issues or questions raised regarding access and equity can be directed Fluid Maintenance Australia’s Training Management Group

Students and staff will be advised of selection/enrolment orientation procedures, course information, vocational outcome, fees and charges, Language, Literacy and Numeracy support, Appeals and Complaints Procedures and any external support arrangements prior to enrolment.

Some examples of our support include:

* We are able to offer Language and Literacy support of participants who have difficulty with written or spoken English.
* Equally so, we are able to support participants with numeracy issues.
* We will endeavour to accommodate the unique needs of expectant or new parents or participants with other carer’s responsibilities.
* The ability to modify learning and assessment tasks to accommodate the unique cultural or personal needs of participants.
* The principles of Access and Equity are covered at our staff induction and regularly reviewed to ensure the correct interpretation and application.
* Enrolment procedures will be free of any form of discrimination, and if an individual does not meet the entry requirements, all attempts will be made to assist them to identify all alternative courses of action.

**3.1 Feedback**

Feedback on this policy can be submitted to Fluid Maintenance Australia’s Training Management Group.

## 3.2 Compliance

Noncompliance to this policy/ may result in disciplinary action up to and including dismissal or exclusion from further participation in the training or course

1. DOCUMENTATION & RECORDS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number and Title** | **Document Storage Location** | **Record Location** | **Retention Period** | **Responsibility** |
|  |  |  |  |  |

1. REFERENCES

Standards for Registered Training Organisations 2015 (***“the Standards”****)*

National Vocational Education and Training Regulator Act 2011

The Equal Opportunity Act (1995)

Student Handbook

RTO-SM-PO001 Student Conduct of Conduct Policy

QMS-HR-PO0001 Equal Employment Opportunity Policy

1. AMENDMENT RECORD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Amendment** | **Page** | **Description** | **Date** |
| 1 | 0 | All | First Issue. This procedure was formerly FMA-RTO-PO0009. Full review of procedure to be inline with requirements of ISO9001:2015 | 06/10/2016 |

**THIS DOCUMENT IS NON-CONTROLLED WHEN PRINTED**

**To be used for reference purposes only**

**Refer to the electronic copy for latest revision**