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## Purpose

The purpose of this policy is to outline Wise Workplace Training's commitment to access, equity and anti-discrimination principles.

It guides Wise Workplace Training's compliance with the *Disability Standards for Education 2005*, and the *Disability Discrimination Act 1992*. It therefore contributes to WISE Workplace Training's compliance with Clause 8.5 of the *Standards for Registered Training Organisations 2015*, which require that the RTO complies with all relevant legislative and regulatory requirements.

This policy applies to the Wise Workplace Training's liaison with all students, prospective students, employers, prospective employers, host workplaces, staff and partner organisations.

## Definitions

**Discrimination** means to treat a person differently because of on the basis of age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason

**Disability**, has the meaning given to it in the *Disability Standards for Education 2005*, as follows... 'in relation to a person, means:

- a) total or partial loss of the person's bodily or mental functions; or
- b) total or partial loss of a part of the body; or
- c) the presence in the body of organisms causing disease or illness; or
- d) the presence in the body of organisms capable of causing disease or illness; or
- e) the malfunction, malformation or disfigurement of a part of the person's body; or
- f) a disorder or malfunction that results in the person learning differently from a person
- g) without the disorder or malfunction; or
- h) a disorder, illness or disease that affects a person's thought processes, perception of
- i) reality, emotions or judgment or that results in disturbed behaviour;
- j) and includes a disability that:
- k) presently exists; or
- l) previously existed but no longer exists; or
- m) may exist in the future; or
- n) is imputed to a person.'



# Policy

Wise Workplace Training is committed to ensuring that:

- Access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all students, prospective students and other clients.
- No person is discriminated against, harassed or treated unfairly in their dealings with Wise Workplace Training.
- Each student has access to the level of support required to enable them to reach their full potential without it causing unjustifiable hardship to the organisation.
- It complies with relevant Equal Opportunity legislation and Discrimination Acts.

## 1. Diversity

- Wise Workplace Training recognises and values the individual differences of its students and the community and recognises that students come into its programs with a wealth of personal knowledge and life experiences.
- Wise Workplace Training recognises that diversity is an opportunity to enrich and extend opportunities for all, by creating an inclusive environment for all people regardless of their background. This is ensured by:
  - providing a welcoming and supportive training community
  - offering flexibility in the way in which training and assessment is provided
  - providing adjustments to training and assessment activities within reason
  - having transparent student and staff recruitment and selection procedures
  - determining the needs of all individuals upon engagement with the organisation
  - providing students, staff and clients access to a range of support services.

## 2. Discrimination

- In accordance with legislation, no person or organisation will be treated unfairly or discriminated against, on the basis of age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.

## 3. Reasonable adjustments

- In order to avoid discrimination against people with disability Wise Workplace Training will make reasonable adjustments to its processes where necessary to ensure everyone has access to its courses and facilities on the same basis as a person without a disability. This includes in relation to the admission or enrolment processes, course or program delivery, or use of its facilities or other services.
- Reasonable adjustments should fairly consider the interests of all parties affected, including:
  - The nature of the student/prospective student's disability
  - The student/prospective student's ability to achieve the learning outcomes



- The student/prospective student's ability to participate in the services or programs
- Independence
- The effects on other parties including WISE Workplace Training, staff and other students.
- The costs and benefits of making the adjustment.

An independent expert assessment may be required to determine what adjustments are reasonable and necessary, and if and when the assessment may need to be reviewed.

#### 4. Harassment

- Wise Workplace Training is committed to providing all people with an environment free from all forms of harassment. Wise Workplace Training will not tolerate any behavior that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

#### 5. Fairness

- The principles and practices adopted by Wise Workplace Training aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with Wise Workplace Training.
- Wise Workplace Training aims to provide open, fair, clear and transparent policies and procedures for use by staff and students.
- Wise Workplace Training has fair and equitable processes for selecting students for enrolment into its courses. Decisions about student selection are based on clearly defined entry requirements. Students will be selected on merits, based on the course's publicised criteria. Entry requirements as well as application and enrolment procedures are published in Wise Workplace Training's marketing materials, course guides and on the organisation's website.
- All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

#### 6. Exclusion from services

- A person may not be permitted to access our services if any of the following apply:
  - they have a criminal history that impacts on the requirements of the course or vocation of the area being studied.
  - the student requires delivery in a language other than that being offered by Wise Workplace Training in accordance with the related Training Package.
  - the student requires special services or facilities and provision of such would cause unjustifiable hardship or cost to the organisation.

#### 7. Equity in access

- Wise Workplace Training provides equity in access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.



- Wise Workplace Training provides equitable access to training and assessment services by:
  - offering culturally appropriate training and assessment resources that are relevant to student needs and circumstances;
  - referring students to support and counseling services where needed;
  - offering a wide range of course and learning options;
  - assisting students to arrange additional services if required such as interpreters or trained note takers;
  - providing courses that are self-paced and flexibly delivered;
  - encouraging students to be involved in their own feedback and decision making processes to ensure realistic training goals and progress.

### 8. Support services

- Support services will be provided to all students who require them. Please refer to Wise Workplace Training's Student Learning and Support Policy & Procedures.

## SC7 Equity Policy

### Procedures

#### Reasonable adjustments

Refer

- SRTOs: Clause 1.3, 1.7 and 1.8

Procedure	Responsibility
<p><b>A. Making reasonable adjustments</b></p> <ul style="list-style-type: none"> <li>• Reasonable Adjustments may be required to training and/or assessment methods or enrolment procedures for students with a disability to provide them with the same educational opportunities as anyone else.</li> <li>• Assessors can refer to this guide for further information about how and when to make reasonable adjustments in relation to the assessment process. <a href="https://www.velgtraining.com/library/files/Reasonable%20Adjustment.pdf">https://www.velgtraining.com/library/files/Reasonable%20Adjustment.pdf</a></li> <li>• When determining whether an adjustment is reasonable, consider the information in the above mentioned guide and refer to the <i>Disability Standards for Education 2005</i> <a href="https://education.gov.au/disability-standards-education">https://education.gov.au/disability-standards-education</a> and clause 3 of this policy.</li> <li>• Where a reasonable adjustment is made to assessment, this should be documented in the assessment notes in the student management system.</li> <li>• Where an adjustment is made in relation to the training or support a learner will receive during the course, this may be documented on an Individual Support Plan, or against the student's system records.</li> </ul>	Trainer/Assessor and Manager Training

#### Document Control

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