



trainwest
training your future

Access and Equity Policy

Trainwest provides fair and equitable access and opportunity to its students and staff regardless of their diversity; allowing everyone to freely participate in the learning environment free from discrimination, harassment, bullying and vilification.

Trainwest applies access and equity principles to all potential and current participants by providing timely and appropriate information, advice and support to assist them achieve their desired outcomes. Trainwest is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy.

Trainwest will work to identify the needs of the individuals and/or groups who might be otherwise disadvantaged. This includes providing fair allocation of resources and equal opportunity to access training services. Trainwest prohibits discrimination based on factors including, but not limited to:

- » Gender
- » Age
- » Marital status
- » Sexual orientation
- » Race
- » Ethnicity
- » Religious background
- » Parental status

Trainwest will work to ensure all participants and staff have the right resources available to allow successful completion of course requirements.

Students

Special client needs will be identified through receipt of enrolment and orientation events prior to the commencement of training and or assessment. To ensure that the learner recruitment and admission process is bias-free and non-discriminatory, Trainwest uses the same recruitment and admission process for all applicants

- » Bases admission to courses 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.
- » Individuals raising concerns, complaints or grievances are treated with respect and not discriminated against
- » Students can access TW-POL-013 Appeals and Complaints Policy through the Trainwest website and upon request from Student Support
- » Students are provided with relevant policies, procedures and enrolment information at pre-enrolment and in the form of the Student Handbook

Staff

Trainwest ensures that staff is provided with appropriate information, training, and resources to support the principles of access and equity in the form of the Staff Induction Handbook, access to organisational policies and procedures and ongoing professional development activities.

Support

Support is provided to those with special needs. Reasonable adjustment is provided to those with a disability or special need according to individual circumstances. This involves providing the appropriate services and/or facilities for learning and assessment. Reasonable adjustment may include but is not restricted to:

- » The use of adaptive/assistive technology
- » Educational support
- » Alternative assessment methods
- » Extra time to complete a course or assessment.

Where Trainwest cannot provide support to a student with specific needs, this will be identified and communicated prior to enrolment.

Legislation

Access and Equity is supported by legislation; this includes but is not limited to:

- » Anti-Discrimination Act 1977
- » Disability Act 2006
- » Equal Opportunity Act 2010
- » Racial Discrimination Act 1975
- » Sex Discrimination Act 1984