

Access and Equity Policy

PURPOSE

This policy ensures 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.

SCOPE

This policy applies to all students, clients, employees and partners delivering training and assessment services under a third party arrangement.

Access and equity are 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*

RESPONSIBILITIES

General Managers	Develop and promote policies and practices that eliminate discrimination and harassment in the workplace, education and training programs.
Employees	Follow and promote policies and practices that eliminate discrimination and harassment in the workplace, education and training programs.

Policy Statement

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.

Our 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 learner recruitment and admission is bias-free and non-discriminatory, Trainwest uses the same 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 [Complaints and Appeals Policy](#) through the Trainwest website and upon request from Student Services
- Students are provided with relevant policies, procedures and enrolment information at pre-enrolment and in the form of the Student Handbook

Our Employees

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 [Employee Handbook](#), access to organisational policies and procedures and ongoing professional development activities.

Our 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.

Quality Management

In our commitment to maintaining high-quality standards and compliance with the VET Quality Framework, regular monitoring and review activities take place, documented in our current [QA Calendar](#).

This policy undergoes a systematic review during our annual internal audit, reinforcing its role in achieving quality objectives and compliance standards.

Identified issues and improvements in this process, along with related practices and systems, are recorded in the [CI Register](#), as per our [Continuous Improvement Procedure](#). Employees are encouraged to contribute to continual improvement by submitting a [CI Request](#) if they identify any issues or improvement opportunities.

To ensure the effectiveness of these actions, the Management Team and QA Coordinator oversee the review process, ensuring implementation within our [Quality Management System \(QMS\)](#) and across all operations.

DEFINITIONS

Access and Equity	Policies and approaches aimed at ensuring that VET 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.
Learner	A person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation. Refer to Student.
Registered Training Organisation (RTO)	An organisation, registered with ASQA in accordance with the requirements of the VET Quality Framework, to provide specific vocational education and training and/or assessment services.
Standards for Registered Training Organisations (RTOs) 2015	The national standards against which applicants for registration as a VET (vocational education and training) provider, and existing VET providers, are assessed. Also referred to as the Standards.
Student	Person receiving training and/or assessment services provided by Trainwest, or by a third party on our behalf. This includes learners, participants, candidates and trainees.
Third Party	Any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee.
Vocational Education and Training (VET)	Learning that directly relates to getting a job. The VET system delivers education and training services for individuals at every stage of their work life, whether you're a student, a job seeker or already employed.

Refer to our [Glossary](#) for a list of all Trainwest terms and definitions.

RELATED DOCUMENTS

Internal

Policies	Anti-Discrimination and Harassment Policy Complaints and Appeals Policy Enrolment Policy
Procedures	Assessment System Procedure Complaints and Appeals Procedure Enrolment Procedure
Guides	Employee Handbook Student Handbook Third Party Student Handbook

External

Legislation	Standards for Registered Training Organisations (RTOs) 2015, Clauses 1.3, 1.7 and 8.5 Age Discrimination Act 2004 (Cth) Disability Discrimination Act 1992 (Cth) Fair Work Act 2009 (Cth) Racial Discrimination Act 1975 (Cth) Sex Discrimination Act 1984 (Cth) Workplace Gender Equality Act 2012 (Cth) Equal Opportunity Act 1984 (WA)
Resources	Australian Human Rights Commission – Access and equity: human rights in practice Australian Human Rights Commission – A quick guide to Australian discrimination laws