



# Access and Equity Policy

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## Preamble

This policy will provide guidelines and procedures to ensure ETAS (WA) Pty Ltd and any and all of its subsidiaries (referred to as ETAS Group) continues to meet the requirements of the National Vocational Education and Training – Standards for Registered Training Organisations 2015 in respect access and equity .

## Purpose and policy statement:

To ensure that Access and Equity principles are applied to all ETAS Group operations to ensure individual learner and staff needs are recognised and supported and barriers are minimised.

## Scope:

This policy applies to all operations of ETAS Group.

## References and legislation

- National Vocational Education and Training Regulator Act 2011
  - Standards for Registered Training Organisations 2015
    - Standard One: Responsive to industry and learner needs
      - Clause 1.7
- Western Australia Equal Opportunity Act 1984
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Workplace Gender Equality Act 2012
- Fair Work Act 2009

## Related documents

- ETAS Group Student Handbook
- ETAS Group Training and Assessment Strategies
- ETAS Group Training and Assessment Strategies Policy
- ETAS Group Legislative Compliance Policy
- ETAS Group Staff Handbook
- ETAS Group HR Documentation including contracts, agreements, induction materials
- ETAS Group Staff policies
- ETAS Group Staff Code of Conduct

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## Definitions

- **Access and Equity:** Access and equity covers three broad areas: Discrimination, Harassment and Affirmative Action. Each of these areas is supported by legislation at the State or Federal level as detailed above in the references and legislation section
- **Disadvantaged Groups:** include the following groups who have traditionally been under-represented in Vocational Education and training:
  - o People with a disability
  - o Aboriginals and Torres Strait Islanders
  - o Women
  - o People from non-english speaking backgrounds
  - o People in rural or remote areas
- **Discrimination:** This can be direct discrimination or indirect discrimination
  - o Direct Discrimination is any action which specifically excludes a person or group of people from benefit or opportunity based on their status or personal characteristics that are irrelevant to the situation.
  - o Indirect Discrimination is where a rule, practice or process appears to be neutral but which is in fact perpetuating an unequal situation and reduces a person's chance of benefiting from or accessing an opportunity.
- **Equity:** Equity alone focuses on outcomes, it is not about treating people the same way, it is about ensuring that all individuals and groups can participate and benefit to the same level.

## Procedure:

### Key principles of the policy

ETAS Group are an equal opportunity employer and are committed to practices that are free from discrimination and harassment in the workplace and our training courses. ETAS Group are committed to providing a fair and equitable learning environment for all students and ensuring equality of opportunities for education to all prospective and current students.

### Information pertaining to our students

No individual participant will be discriminated against (and access to courses will not be limited) on the basis of:

- Sex;
- Sexuality;
- Relationship status;
- Status as a parent or carer;
- Pregnancy;
- Breastfeeding;
- Race;
- Religious or political conviction;
- Disability;

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- Membership or non-membership of an association or organisation of employers or employees; and
- Age

All participants will be recruited in an ethical and responsible manner, which promotes inclusiveness and is consistent with the relevant Training Package. The dignity and privacy of an individual will be respected at all times.

To maximise the chance of ETAS Group students successfully completing their training, we will;

- Identify learner characteristics and support needs prior to enrolment where able or upon commencement
- Provide access to appropriate support services throughout the training
- Actively encourage the participation of students from traditionally disadvantaged or diversity groups
- Train all staff members so that they are appropriately skilled in access and equity issues

Students will have every opportunity to maximise their training and learning experience. Where there is perceived difficulty in achieving learning goals, discussion with the Student will be encouraged. Information will be provided about possible alternative pathways to achieve goals, options/choices to overcome barriers and ways to access a supportive network. This information will vary according to the individual needs of the Student.

Assessment is confidential and focuses on the Student's strengths. Assessment is flexible, uses a variety of tools and includes suggestions and negotiation about future goals and development. ETAS Group provide a safe environment that enables risk-taking, the opportunity to change, is encouraging and supportive.

## Additional sources of information

ETAS Group will regularly monitor [www.eoc.wa.gov.au](http://www.eoc.wa.gov.au) for updates and fact sheets pertaining to access and equity issues. The publications located here <http://www.eoc.wa.gov.au/publications/fact-sheets> provide helpful information for employees and employers in relation to discrimination, equal opportunity and equity principles.

## Complaints and Appeals processes

Complaints and Appeals in relation to ETAS Group Access and Equity will be handled in accordance with the [Complaints and Appeals Policy](#).

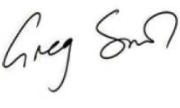
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## Breaches of Policy

Any person who is found to have breached this policy or the legislation to which this policy applies may face disciplinary action.

Confirmed current as at: [04.10.2016](#)

Signed: 

Name: [Greg Smith](#)

Position: [Chief Operations Officer](#)

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