

POLICY

Access and Equity			
General	Standard 1 Clause 1.1 Standard 2 Clause 2.1	Policy No.	RTO.GEN-POL-001
		Related Procedure No.	N/A
Policy Owner	Ferne Robinson, Compliance Manager		
Scope	This policy applies to clients, participants and employees of Risk Management Training Solutions and its associated entities.		
Date of approval	01.10.18	Review Date	30.09.19
Change Control			
Version No.	1.1 (Initial version)		
Related Policies			

1. Overview

Risk Management Training Solutions (RMTS) is committed to the provision of access and equity to all clients in the delivery of training and assessment and other related services.

This Policy applies to all RMTS staff, clients, participants and visitors.

2. Policy

2.1 Risk Management Training Solutions will ensure that all Participants, clients, staff and visitors are treated fairly and are not unfairly discriminated against.

2.2 All Staff at Risk Management Training Solutions must adhere to the rules regarding Access and Equity



- 2.3 Individuals who believe they have been treated unfairly are encouraged to use Risk Management Training Solutions complaints and appeals procedure. A copy of our Complaints and Appeals Policy and forms are located on our website.
- 2.4 Risk Management Training Solutions prohibits discrimination towards any group or individuals in any form, inclusive of:
- Gender
 - Pregnancy
 - Race, color, nationality, ethnic or ethno-religious background
 - Marital status
 - Sexual preference/orientation (male or female, actual or presumed)
 - Age (in relation to compulsory retirement)
- 2.5 It is the policy of all Risk Management Training Solutions staff to treat all Participants fairly in regard to allocation of resources and not disadvantaging Participants unfairly because of distance.
- 2.6 Participant recruitment and enrolment processes shall be free from discrimination and are based on the qualification/course entry requirements.
- 2.7 Access and equity issues are considered during training/assessment tool development and the delivery of training and assessment.
- 2.8 Risk Management Training Solutions will endeavour to provide premises appropriate access to those with a physical disability and where our organisation provides training and assessment at other venues, we will work to ensure that venues are accessible to people with a disability.
- 2.9 Staff of Risk Management Training Solutions will ensure all Participants/clients:
- are treated fairly
 - are treated with respect by fellow Participants, trainers and other staff
 - have access to training records and results
 - have training records and results being stored and maintained in a confidential and secure manner
 - receive regular feedback progress
- 2.10 When required, trainers/assessors will apply reasonable adjustment for a Participant's training or assessment. Reasonable adjustment may include:
- modifications to physical environment
 - changes to course design, e.g. substituting an assessment task
 - changes in schedules and arrangements, e.g. relocating classes to an accessible venue
 - modifications to computer equipment
 - provision of information or course materials in accessible format, e.g. a text book in braille
 - changes in teaching practices, e.g. wearing a microphone to enable a Participant to hear class sessions
 - supply of specialised equipment or services, e.g. a note taker for a Participant who cannot write

2.11 Literacy and Numeracy:

- Staff/trainers will make every effort to maintain the confidentiality of Participants language, literacy, or numeracy problems;
- staff or trainers will not make discriminatory or judgmental statements about any Participant or other staff member based on the level of language, literacy, or numeracy skills or any other issues
- Recommendations for assistance will be presented to the Participant to overcome the skill shortfall. Specialised training such as that offered by TAFE (or other RTO/organisation) may be recommended

3. Definitions

Inclusive learning is about a fair go for everyone. Everyone has a right to learn, everyone can learn, but many people do not get fair access to learning opportunities. Vocational education and training (VET) systems and practices need to change to create the conditions necessary to include all learners (participants).

4. References

Standards for Registered Training Organisations (RTOs) 2015
Standard 1 Clause 1.1
Standard 2 Clause 2.1
Queensland Government Inclusive Learning Framework