

# Access and Equity Policy



## Policy Overview

DRS TQM TRAINING SERVICE PTY LTD is committed to providing all students with equal opportunity to pursue their training and development. This policy and procedure is to be used by DRS TQM TRAINING SERVICE PTY LTD to integrate access and equity principles into all training and assessment activities it conducts or is conducted on its behalf.

**Access and Equity Principles** include:

1. Equity for all people through the fair and appropriate allocation of resources
2. Equality of opportunity for all people without discrimination
3. Access for all people to appropriate quality training and assessment services
4. Increased opportunity for people to participate in training

**Disadvantaged groups** include the following groups who traditionally have been under-represented in Vocational Education and Training (VET):

1. People with a disability
2. Aboriginals and Torres Strait Islanders
3. Women
4. People from Non-English speaking backgrounds
5. People in rural and remote areas
6. Long term unemployed

<b>Department</b>	Vocational Education & Training	<b>Author(s)</b>	RTO/Training Manager	
<b>Document Title</b>	Access and Equity Policy	<b>Approved</b>	RTO/Training Manager	
<b>Version</b>	1.1 (Modified – September 2011)	<b>Authorised</b>	CEO	
<b>AQTF Standard(s)</b>	ES1.2 ES1.3 ES1.4 ES1.5 ES2.4	<b>Distribution</b>	Internal	RTO Staff, RTO Students
			External	N/A

**Discrimination** can be direct, indirect or systemic.

○ **Direct discrimination**

Direct discrimination is when you treat someone unfairly or differently just because they belong to a particular group of people. So, direct discrimination is treating people differently because of their gender; race, colour or ethnic origin is used as an explicit reason for discriminating.

○ **Indirect discrimination**

Indirect discrimination is treating everyone the same, but when this same treatment has an unfair effect on more people of a particular group than people outside the group.

○ **Systemic discrimination**

Systemic discrimination is a term which is not universally defined. The term can describe discrimination of a certain type (sex, race, homosexuality etc) that is widespread, persistent and which entrenches inequality.

**Equity** focuses on outcomes. Equity is not concerned with treating people in the same way; it is concerned with ensuring that all groups of people participate and benefit to the same level.

**Legislation includes**

- The Racial Discrimination Act, 1975 (Commonwealth).
- The Sex Discrimination Act, 1984 (Commonwealth).
- Disability Discrimination Act, 1992 (Commonwealth)
- Equal Opportunity Act 2010 (Victoria).

In accordance with the Sex Discrimination Act, 1984, **sexual harassment** will not be accepted in the workplace, or in the training environment.

**Sexual harassment** is defined when a person:

- Makes an unwelcome sexual advance or an unwelcome request for sexual favours.
- Engages in unwelcome conduct of a sexual nature, and a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated.

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<b>Processes to be followed</b>	<b>By Whom</b>	<b>By When</b>	<b>Policy Statement/ Relevant Documents</b>
<b>1.0</b> Provide opportunities for all students by creating the training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.	Training Manager	At all times	Policy Statement
<b>2.0</b> All students will receive fair and equitable treatment in all aspects of training without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability. The student handbook outlining their expectations and responsibilities form part of this policy.	Training Manager Student	At all times	Policy Statement Student handbook
<b>3.0</b> All trainers/assessors are responsible to observe and be advocates for the policy.	Training Manager	At all times	Policy Statement
<b>4.0</b> Procedures relating to training and assessment activities will focus on objective criteria based on merit.	Training Manager	At all times	Policy Statement
<b>5.0</b> Any person with a complaint will be directed to use DRS TQM TRAINING SERVICE PTY LTD complaint Policy and Procedures.	Training Manager	At all times	Policy Statement
<b>6.0</b> The CEO will be the person responsible for the implementation and maintenance of the policy.	CEO	At all times	Policy Statement

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