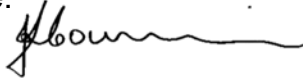




ACCESS AND EQUITY POLICY

Registered Training Organisation (RTO)

Reviewed by: RTO Committee Reviewed date: July 2019	
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RATIONALE

This policy details the responsibilities of Wirraka Maya Health Service Aboriginal Corporation (WMHSAC) in relation to this policy and the requirements in accordance with the guidelines defined by the Standards for Registered Training Organisations, 2015

EVIDENCE BASE

Standards for Registered Training Organisations, (SRTO's) 2015

RELATED DOCUMENTS

Student Handbook (Doc 388)

HLT40213 Training and Assessment Strategy (TAS) Certificate IV in Aboriginal and/or Torres Islander Primary Health Care Practice [Release 5] (Doc 387)

Code of Conduct (Board and Employee) (Doc 189)

STATEMENT

WMHSAC is committed to providing equal opportunity for all staff and students by promoting inclusive practices and integrating the principles of access and equity into its policies and procedures.

This Access and Equity Policy is the basis of providing and maintaining training and support services that reflect fair and reasonable opportunity, and consideration for all students and staff regardless of characteristics such as race, colour, religion, gender, age and or physical disability, regardless of the prevailing community values. In addition, all staff and contractors employed or engaged by WMHSAC are obliged to comply with this policy.

This Access and Equity Policy meets the requirements of the VET Quality Framework. Educational and support services may include, but are not limited to, equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with the Access and Equity Policy.

REVIEW AND IMPLEMENTATION

All WMHSAC RTO policies and procedures are reviewed every three years, or as required and stored in LOGI QC

PROCEDURE

WMHSAC will ensure that the staff and student recruitment and admission processes are bias-free and non-discriminatory.

To ensure that the learning environment is free from harassment, discrimination and victimisation, all staff will act in accordance with WMHSAC's Code of Conduct (Board and Employee).

and all students are made aware of their rights and responsibilities in this regard in the Student Handbook.

1. WMHSAC is an equal opportunity employer and as such does not discriminate against, or favour target groups in either recruiting or training. Target Groups are defined as:
 - a) Aboriginal and Torres Strait Islanders;
 - b) People with a disability;
 - c) People from non-English speaking backgrounds;
 - d) People in transition and other special groups (i.e. people re-entering the workforce, long-term unemployment, sole parents, people with literacy problems, and those who have been institutionalised);
 - e) Women; and
 - f) People from regionally isolated communities.

2. WMHSAC will apply easily defined and tangible rules in support of access and equity, namely;
 - a) All staff are to be given fair and reasonable opportunities to participate in relevant decision making processes and the allocation of resources and services as required to fulfil their duties and responsibilities.
 - b) All students are to be given fair and reasonable opportunities to attend and complete training.
 - c) All perceived deficiencies in the Access and Equity Policy are to be documented and reviewed every three years, unless required otherwise.
 - d) Deficiencies are to be investigated to determine whether a problem or policy discrepancy exists, and if so, the impact of that deficiency, how the policy should be amended to eliminate the deficiency and whether the suggested amendment is consistent with evidence based best practice.

3. Resources available:

- Training Information Centre
- Australian Human Rights and Equal Opportunity Commission
- Work Health and Safety
- WA Equal Opportunity Commission
- Department of Education, Employment, and Workplace Relations
- National Centre for Vocational Education Research
- Job Network Information Line
- Department of Immigration

4. The National VET Quality Framework has laws that govern Vocational Education and Training. The VET Quality Framework (QF) comprises:

- [Standards for Registered Training Organisations \(RTOs\) 2015](#) (Standards)
- the [Fit and Proper Person Requirements](#) (Schedule 3 of Standards)
- the [Financial Viability Risk Assessment Requirements](#)
- the [Data Provision Requirements](#), and
- the [Australian Qualifications Framework](#).

In addition to the VET QF, there are also Standards for VET Accredited Courses (AC). The Standards for VET AC apply to all courses regulated by ASQA, including those courses that were accredited by referring state and territory course accreditation bodies prior to the introduction of the new National arrangements.

5. There are laws to protect those involved in the training system. This legislation makes discrimination and harassment in the provision of education, employment and the provision of goods and services unlawful. Examples of Commonwealth equal opportunity legislation are the:

- [Racial Discrimination Act 1975](#)
- [Sex Discrimination Act 1984](#)
- [Disability Discrimination Act 1992](#)
- [Age Discrimination Act 2004](#)
- [Australian Human Rights Commission Act 1986](#)
- [Workplace Gender Equality Act 2012](#)
- [Fair Work Act 2009](#)

- Western Australia Equal Opportunity is controlled by the following legislation:

- [Equal Opportunity Act 1984](#)

6. Details concerning the scope of WMHSAC's Access and Equity Policy are to be clearly displayed throughout the organisation and contained within the Code of Conduct (Board and Employee).

7. Access to a safe work/training environment is a high priority for WMHSAC. All training rooms and environments are to be audited annually for safety related issues. Any issues highlighted are to be logged with the Compliance Officer. Issues are to be minimised or rectified in accordance with relevant WHS legislation.

Safe Work Website includes 11 standards for Codes of Practice:

1. [How to Manage Work Health and Safety Risks](#)
2. [Hazardous Manual Tasks](#)
3. [Managing the Risk of Falls at Workplaces](#)
4. [Labelling of Workplace Hazardous Chemicals](#)
5. [Preparation of Safety Data Sheets for Hazardous Chemical](#)
6. [Confined Spaces](#)
7. [Managing Noise and Preventing Hearing Loss at Work](#)
8. [Managing the Work Environment and Facilities](#)
9. [Work Health and Safety Consultation Cooperation and Coordination](#)
10. [How to Safely Remove Asbestos](#)
11. [How to Manage and Control Asbestos in the Workplace](#)