College of Transformation Education and Training

Smart and Skilled Access & Equity Policy

CTET is aware of its obligations in accordance with Australian Discrimination Legislation, the NVR Standards for RTO's 2015and the Requirements of the NSW Smart and Skilled Program to ensure that employment conditions, course entry requirements, assessments and learning content do not limit access on the basis of age, race, religion, socio-economic status, gender, colour, sexual preference, physical or mental disability, marital status, family or carer responsibilities, pregnancy, political opinion, national extraction or social origin.

Procedure

CTETensures that staffor learners arenot subject to discrimination by implementing the following Policies:

- Staff and Learners are made aware of the Access and Equity Policy by:
    - Including it in Staff Inductions
    - Including it in the Staff Handbook
    - Includingit in the Student Handbook.

- Course entry requirements are included in in Pre-enrolment Information.

- Ensuring any specific needs are identified through the enrolment process and special arrangements made wherever practicable.

- Ensuring Trainers and Assessors are aware of their responsibility to implement the principles of Access and Equity

- Making reasonable adjustment to training and assessment where required and as practicable

- Developing Learning and Assessment Strategies to meet the identified needs of learner groups and individuals

- Monitoring the professional development needs of staff to ensure knowledge and skills with regard to Access and Equity are relevant and current.

- Immediately dealing with any complaints relating to Access and Equity issues in the manner outlined in the Complaints and Appeals Process

- Ensuring learners are aware of any additional support services that may facilitate their satisfactory completion of the training and assessment.

- Complying with the Disability Standards for Education

- Prior to enrolment we will identify student needs, their goals and abilities and recommend enrolment in the most appropriate Qualification for each individual.

Evidence

The following will be retained as evidence of compliance with Access and Equity requirements:

- Training and Assessment Strategies
- Staff Induction Checklists
- Records of Complaints and Appeals

References

- Australian Huma Rights Commission: [A Quick Guide to Australian Discrimination Laws](#)
- [NVR Standards for RTOs 2015](#)
- [Smart and Skilled Operating Guidelines 2017/Section2](#)
- [Disability Standards for Education](#)