



Access and Equity Policy

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DOCUMENT OWNER	Eddie Blass, CEO

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1	15/05/23	Eddie Blass	Initial document
	23/07/24	Eddie Blass	Reviewed; no changes
	Jul 2025	Policy Review Team	Next Scheduled Review

Distribution

NAME	TITLE
All staff	All staff
All Learners	All Learners

Approval

NAME	POSITION	SIGNATURE	DATE
Eddie Blass	CEO	E Blass	15/05/23
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1 Purpose

This policy specifies Inventorium RTO Pty Ltd.'s (Inventorium RTO) access and equity policy that guides Inventorium RTO's practices to ensure that all learners can enjoy full access to vocational education and training.

2 Scope

This policy applies to all staff and learners at the Inventorium RTO.

3 Policy Statement

The Inventorium RTO:

- Ensures that its training and assessment services are responsive to the individual needs of learners whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes;
- Ensures that training and assessment services are delivered in a non-discriminatory, open and respectful manner;
- Ensures that staff are appropriately skilled in access and equity issues, including cultural awareness and sensitivity to the requirements of clients with special needs;
- Conducts learner selection in a manner that includes and reflects the diverse client population;
- Actively encourages the enrolment of learners from traditionally disadvantaged groups, and specifically offers assistance to them;
- Provides culturally inclusive language, literacy and numeracy advice;
- Aids learners to meet their individual learning goals;
- Is accountable for its performance in adhering to the principles of this policy and welcomes all feedback as part of its continuous improvement practices.
- Staff and learners are required to always comply with access and equity requirements.

4 Responsibilities

Inventorium RTO implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

R - Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

A - Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

S - Support – the person who provides support during the implementation of the process.

C - Consulted – the person who can provide valuable advice or consultation for the process.

I - Informed – the person who should be informed about the process.

	CEO	HEAD OF OPERATIONS AND COMPLIANCE	ACADEMIC DIRECTOR	ADMINISTRATION AND ENROLMENT COORDINATOR	STUDENT SERVICES COORDINATOR	TRAINERS & ASSESSORS
R	X		X			
A	X					
S				X	X	X
C		X				
I						