

Standard

This Policy and Procedure relates to:

1. Standards for Registered Training Organisations RTOs (2015);
 - i. Standard 1.7 Support needs of individual learners
 - ii. Standard 5.1 Providing advice about the course meeting the learner's needs
2. Smart and Skilled Contract Section 7 (g)

(In addition, SGSCC has its own Policy & Procedure for PS03 Equity, Diversity and EEO)

Policy Statement

Access and equity means policies and approaches aimed at ensuring that VET is responsive to the individual needs of clients 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.

SGSCC will provide for all prospective students all reasonable opportunity to enrol and undertake learning opportunities and outcomes in an environment free from discrimination and harassment. SGSCC will treat all students fairly and equitably in accordance with all relevant legislation.

1. Learners to successfully complete their training

1.1 To maximise the chances of learners successfully completing their training SGSCC will:

- Identify any support individual learners need prior to their enrolment or commencement (whichever is the earliest), and
- Provide access to that support throughout their training

This may include providing:

- Language, Literacy and Numeracy support
- Assistive technology
- Additional tutorials, and/or
- Other mechanisms, such as assistance in using technology for online delivery components

1.2 Prospective students will be informed prior to course commencement of the course expectations and outcomes, their rights and obligations and SGSCC's responsibilities in order that the prospective student may make an informed decision as to whether the course will meet their needs.

1.3 Enrolling students will conduct a language, literacy and numeracy assessment as a strategy to identify support students may need to complete the course. Should a barrier be identified then support organised by the Training Coordinator, the Trainer and student will be agreed upon. Access to SGSCC English department, postponing their enrolment and complete Foundation Skills courses or CSO courses may be an appropriate further strategy to employ.

- 1.4 Enrolling students may be required to conduct a manual handling assessment to ensure that they have the physical capability to complete community services related courses where lifting of clients etc may be required.

2. Reporting of wellbeing of Under 18s

2.1 SGSCC will report concerns about the safety, welfare and wellbeing of students protected under the Child Protection (Working with Children) Act 2012, to the NSW Department of Family and Community Services in accordance with the legislative requirements.

3. Child related screening

3.1 SGSCC will ensure that all employees who has interaction with under 18s has conducted a Work With Children Check. SGSCC will adhere to the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013.

4. Disadvantaged students

Disadvantaged students may include those people who are eligible for a Needs Loading (under Smart and Skilled) including Aboriginal or Torres Strait Islander people, people with a disability and individuals who are long term unemployed.

4.1 SGSCC will make all reasonable effort to make adjustments to meet the special needs of disadvantaged students. A strategy will be agreed upon and recorded of how their training and assessment will take into account their special needs.

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4.2 Should SGSCC not have the resources to accommodate the special needs SGSCC will assist the student in locating another Provider.

4.3 SGSCC will comply with the Disability Standards for Education

Person Responsible:

- WorkSkills Manager
- Workskills Assistant Manager / Compliance Manager
- Training Coordinator

Related Documents:

- P018 Student Enrolment Policy
- P019 Language, Literacy and Numeracy Policy
- P020 Complaints and Appeals Policy
- SSP001 Consumer Protection and Complaints Policy