

SC7: Access and Equity Policy & Procedures

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Purpose

Outline the principles and standards that help Venture Education adhere with Commonwealth and State anti-discrimination legislation in the provision of education and training services.

Ensure that equity principles for all our students are implemented through the fair allocation of resources and the right to equal opportunity without discrimination.

It applies to all parties involved with Venture Education including, but not limited to – students, staff, and other internal/external stakeholders.

Definitions

ASQA means Australian Skills Quality Authority which is the national VET regulator and the RTO's registering body

AVETMISS means Australian Vocational Education and Training Management Information Statistical Standard

SMS means an AVETMISS-compliant Student Management System

SRTOs means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

Student Identifier means a unique number assigned to an individual by the USI Registrar, in accordance with the Student Identifiers Act 2014

USI means Unique Student Identifier, and has the same meaning as 'Student Identifier'

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Policy

1. Principles and standards

- Venture Education does not discriminate against people on the basis of age, race, colour, religion, ancestry, national origin, age, gender, sexual orientation, marital status, veteran status or physical or intellectual disability in the recruitment of students or the implementation of its policies, procedures and activities.
- Venture Education is committed to:
 - Not discriminating against suitably eligible people participating in its courses.
 - Providing equal opportunity and promoting inclusive practices and processes for all students within the limits of its resources.
 - Integrating the principles of access and equity in its policies and procedures to improve teaching, learning and the support strategies available to all students regardless of students' backgrounds.
 - Students with disabilities, including learning needs, will be provided with additional support, and where required flexibility of assessment. It is important that needs be identified on enrolment.
 - Within reason, we will help find appropriate support to ensure all our students have the same opportunity to access training provided.
 - At the Induction process we will use a Language Literacy and Numeracy (LLN) tool to help gauge a student's understanding of the materials and course requirements in an attempt to identify possible LLN needs.

2. Legislation

- Venture Education is bound by state, federal and local legislation relating to forms of discrimination, including age, sex, disabilities and race including but not limited to:
 - Disability Discrimination Act 1992
 - Racial Discrimination Act 1975
 - Sex Discrimination Act 1984
 - Australian Human Rights Commission Act 1986
 - Age Discrimination Act 2004
 - Queensland Anti-Discrimination Act 1991
 - Work Place Gender Equality Act 2012
 - Fair Work Act 2009
- These principles are applied in the development and implementation of all learning and assessment strategies and throughout the student lifecycle from admission to graduation, including but not limited to the following:
 - Students with identified learning needs gathered during the LLN tool are consulted in relation to their study requirements and supported throughout their enrolment.
 - Course design is flexible and caters for a range of student needs and avoids non-inclusive and discriminatory language and examples.

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- Assessment processes and requirements are fair, valid, reliable and consistent with admission standards and course and subject’s learning outcomes. All students are provided with adequate information about courses and subject assessment, prior to enrolment in the course.
- Venture Education provides reasonable accommodation and special considerations within the learning environment for students with special needs through a range of services such as, but not limited to reasonable adjustment for students with a disability, special consideration, physical access to premises. Venture Education also provides students with information on access to literacy, numeracy and counselling services.
- Complaints and appeals are addressed in a fair and equitable manner. Refer to Complaints and Appeals Policy for more information.
- Adaptive technology is investigated, developed and made available where possible.
- Records will be made available to ASQA and their auditors upon request.

Document Control

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