

Policy & Procedure 7 – Access, Equity & Diversity

Relates to standards:	1.1 - 1.4 Standards for Registered Training Organisations (RTOs) 2015 2.4, 2.8 ACT Standards for Delivery of Training – Skills Canberra Human Rights Act 2004 (Cth) Work Health Safety Act 2011 (Cth) Sex Discrimination Act 1984 (Cth) Racial Discrimination Act 1975 (Cth) Disability Discrimination Act 1992 (Cth) Age Discrimination Act 2004 (Cth) Fair Work Act 2009 (Cth) Criminal Code Act 1995 (Cth) Discrimination Act 1991 (ACT)
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	Reconciliation Action Plan available on request Policy & Procedure 3 – Learner Support Policy & Procedure 5 – Academic Misconduct Policy & Procedure 8 – Vulnerable People Policy & Procedure 9 – Work, Health & Safety Policy & Procedure 10 – Incident, Injury & Rehabilitation Policy & Procedure 13 – Privacy Policy & Procedure 14 – Fees Training and Assessment Strategy 1 – Electrical Training and Assessment Strategy 2 – Solar Training and Assessment Strategy 3 – Telecommunications
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
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1. Policy Objective

To;

- ensure a safe, inclusive and stimulating learning, training and assessment environment at all times and for all individuals.
- ensure all individuals are treated fairly and with respect regardless of arbitrary or irrelevant circumstances.
- ensure access to education is made available to the widest possible audience in an inclusive way.
- ensure that all incidents of racism, sexism and other acts of prejudices are confronted and discouraged and appropriate action taken where required.
- act as a role model in the industry.

2. Policy

Principles

All learners, employers, staff (which includes contractors, employees and volunteers) industry stake holders and the general public are treated equally and with dignity and respect regardless of arbitrary, irrelevant or circumstantial reasons such as race, gender, age, religion, sexual orientation, disability, caste, ethnicity, dress, association, friendships, family ties, political or other opinion, national or social origin, pregnancy, circumstances of birth, employment status, property, homelessness or upbringing.

Disciplinary action

All complaints of harassment, bullying and discrimination will be treated seriously and, if necessary, investigated promptly and impartially.

Prejudice or discrimination of any kind will not be tolerated. Any conduct which constitutes discrimination, harassment or bullying may be considered an act of unacceptable behaviour, misconduct or serious misconduct.

Where investigation of a complaint establishes inappropriate conduct, appropriate disciplinary action will be taken and may result in counselling by a trained professional, termination of employment or suspension from the technical college temporarily or indefinitely.

Roles and responsibilities

It is the responsibility of our staff to ensure a safe and inclusive learning environment for all, at all times.

It is the responsibility of our learners, employers and industry stakeholders attending or visiting the college to ensure a safe and inclusive learning environment for all, at all times.

It is the responsibility of all attending, working, volunteering or visiting our technical college to

- Treat others with respect, fairness and courtesy.

- Engage in behaviour that does not offend, embarrass, threaten or harm others.
- Use appropriate language including abstaining from racist, sexist or drug related comments.
- Respect others privacy and viewpoints.
- Not engage in bullying, including cyber bullying.
- Not use cameras or recording devices, including mobile phones, without the consent of the person being photographed or recorded.
- Not damage, steal, modify or misuse any equipment belonging to our technical college.
- Not waste materials or pollute any property belonging to our technical college.

Actions that may result if an individual fails to maintain a safe and inclusive environment

Actions that may result if an individual fails to maintain a safe and inclusive learning, training and assessment environment include:

- Reporting the incident to the police or other appropriate authorities.
- Legal action
- For learners - cancellation of their Training Plan with us
- For staff - disciplinary action up to termination of contract or employment

Work, Health and Safety (WH&S):

In accordance with Policy & Procedure 9 – Work, Health & Safety

Related policies

Other ways in which we maintain the principles of access, equity and diversity can be found in the following policies:

- Policy & Procedure 3 – Learner Support
- Policy & Procedure 5 – Academic Misconduct
- Policy & Procedure 8 – Vulnerable People
- Policy & Procedure 9 – Work, Health & Safety
- Policy & Procedure 10 – Incident, Injury & Rehabilitation
- Policy & Procedure 14 – Fees

Privacy

In accordance with Policy & Procedure 13 – Privacy

Course entry requirements

In accordance with;

- Training and Assessment Strategy 1 – Electrical
- Training and Assessment Strategy 2 – Solar
- Training and Assessment Strategy 3 – Telecommunications

3. Procedures

Youth at risk

Youths at risk may attend our college.

Our strategies to keep youths at risk engaged in their apprenticeship, include:

- Facilitation of OzHelp barbecues.
- Referral services.
- Fee exemption, through evidence of genuine financial hardship.

- Tutorials evenings and educational support including re-assessment opportunities.

Our strategies to engage youth at risk in education include:

- Offering Australian School Based Apprenticeships (ASBA).
- Offering pre-vocational training (Pre-apprenticeship).

Reconciliation plan

A Reconciliation Action Plan (RAP) has been developed to guide engagement with the local Aboriginal community and how we address learner needs culturally. This plan is available on request.

Diversity plan

The learners, employers and staff at our college are culturally diverse and valued. It is our aim to continually strengthen cultural ties within our community and abroad.

Language Literacy and Numeracy and English as a Second or Other Language support:

In accordance with: Policy and Procedure 3 – Learner Support

Personal injury

In consultation with the learner, employer and physiotherapist or doctor as appropriate, flexible delivery modes will be developed to allow learners, recovering from personal injury, to attend training and assessment tasks of low physical intensity as per Policy and Procedure 10 – Incident, Injury and Rehabilitation

Disability

Pre-vocational training can be offered to persons with a disability, through the delivery of a Pre-Apprenticeship course, delivered one day per week or in a block format.

Recruitment for the Pre-Apprenticeship course is facilitated in conjunction with Disability Employment Services (DES) providers.

Long term unemployed

Pre-vocational training is offered to suitable persons who have been long-term unemployed, through the delivery of the Pre-Apprenticeship course, delivered one day per week or in a block format.

Recruitment for the Pre-Apprenticeship course is facilitated in conjunction with Job Services Australia (JSA) providers.

4. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V1	29/1/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release
V2	29/2/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Changed Policy and Procedure number and name to P&P11 – Access, equity and diversity Edited all, added large amount of content and headings.

					Moved some content to P&P3 Learner support Revision after staff consultation prior to release of V2.
V3	26/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Changed tense from future to present Updated the section on RAP Defined the term staff to show the range of workers. Referenced the non discriminatory, bullying or harassing work environment and also the vulnerable people policies Removed fees to applied to a new policy. Renumbered as per renumbering of all P&P Moved WH&S to P&P 9 – WH&S Referenced Human Rights ACT 2004 Added more examples of discrimination