

## Access & Equity Policy

### 1. Purpose

The purpose of this Policy is to provide a frame of reference in providing and maintaining training services that reflect fair and reasonable opportunity for all students, regardless of their diversity; allowing everyone to freely participate in the learning environment free from discrimination, harassment, bullying and vilification.

### 2. Responsibilities

The Directors are responsible for implementation of this policy. All staff are responsible for adherence to it.

### 3. Scope

This policy covers all of Future Force services.

### 4. Policy

Future Force is committed to providing quality training and assessment products and services in compliance with the Standards for Registered Training Organisations (RTOs) 2015 and the Skills First Program 2019.

Future Force promotes, encourages and values equity and diversity with regard to all students. Future Force will ensure services offered are provided in a fair and equitable manner to all students, free from bias.

Future Force is committed to providing flexible learning and assessment options, allowing student alternatives which recognise the diversity of their individual needs and circumstances aiding them in their learning goals.

Future Force will ensure:

- a) all training and assessment policies and procedures incorporate access and equity principles;
- b) all students have equitable access to the benefits of training and assessment irrespective of their gender, age, race, religion, culture, linguistic background, marital status, geographic location, socio-economic background, disability, sexual preference, family responsibility or political conviction;
- c) all nominations and enrolments into training courses and programs will be conducted at all times in an ethical and responsible manner, ensuring fairness and compliance with Equal Opportunity legislation; and
- d) all students have equitable access to training resources, facilities, equipment, support services, information, training and assessment personnel, materials, assessment opportunities, training opportunities.

## 5. Policy Principles

Future Force will not accept any form of discrimination and we will apply the following principles in support of access and equity:

### 5.1 Access and Equity Principles

- a) Future Force abides by access and equity principles.
- b) Future Force will respect a client's right to privacy, confidentiality and be sensitive to client needs.
- c) Future Force provides equal opportunity for all students and is responsive to the individual needs of students whose gender, pregnancy, race, marital status, sexuality, age, family/carer responsibilities, disability, transgender, political conviction, cultural or ethnic background, linguistic background, religious belief, geographic location, socio-economic background, employment/unemployment, imprisonment, may present a barrier to access, participation and achievement of suitable outcomes (as allowed by Funding contract or Industry Regulations i.e. Border Force).
- d) At enrolment, students will be asked to identify personal needs or circumstances that may exist and for which they may require additional support (See Enrolment Policy).
- e) Future Force will ensure that all staff, employees, and contractors have access to the information and support needed to prevent discrimination, sexual harassment, bullying and violence, victimisation, and vilification or to deal with it appropriately if it occurs.
- f) Future Force seeks to create a learning environment where all students are respected and can develop their full potential.
- g) All students are given fair and reasonable opportunity to attend and complete training.
- h) All staff are given fair and reasonable opportunity to participate in relevant decision making processes and the allocation of resources and services as required to fulfil their duties and responsibilities
- i) Deficiencies will be investigated to determine whether a breach or policy deficiency exists. Should a discrepancy be proven, the impact of that breach or deficiency will be identified along with how the policy should be amended to eliminate the breach or deficiency in the future.
- j) All perceived deficiencies in the Access and Equity Policy are to be documented, assessed and reviewed by Future Force management.
- k) Future Force will demonstrate its commitment by:
  - i. Selecting students according to a fair and non-discriminatory process
  - ii. Making its training relevant for a diverse student population
  - iii. Providing suitable access to facilities and resources
  - iv. Providing appropriate support services
  - v. Providing appropriate complaints procedures
  - vi. Consulting with relevant industry groups
  - vii. Raising staff, contractor and student awareness of equity issues

## 5.2 Equal Opportunity

Future Force is an equal opportunity company and does not discriminate against or favour target groups in either recruiting or training, unless prescribed by funding contracts or industry regulations (i.e. Border Force).

Target Groups are defined as:

- Aboriginal and Torres Strait Islanders;
- People with a disability;
- People from non-English speaking backgrounds;
- People in transition and other special groups (i.e. people re-entering the workforce, long term unemployed, sole parents, & people with literacy problems);
- Women
- People from regionally isolated communities.

## 5.3 Special Needs/Considerations

- a) Students intending to enrol for training with Future Force are requested prior to enrolment to advise Future Force if they have any disability, physical or other impairment which may adversely affect their ability to successfully undertake training and assessment.
- b) Students are encouraged to discuss with Future Force any 'special needs' and/or 'reasonable adjustments' to the study environment which they consider are necessary or would assist them in the performance of their studies.
- c) Future Force, in collaboration with the student/trainee, will assess the potential for the student to successfully complete the training which may include flexible delivery options to optimise the ease and benefit of the student's learning. However, no compromise to the integrity of the assessment against competency will be allowed.
- d) Students with a disability are required to have the ability to fulfil the core requirements of the units of Competence to attain the relevant award. However, it is recognised that flexibility in arrangements may need to be implemented.

## 5.4 Language, Literacy and Numeracy

- a) Each Training Package sets a minimum requirement in language, literacy and numeracy skills of learners, with which Future Force must abide.
- b) Future Force makes appropriate concessions for language, literacy and numeracy issues of student where these concessions do not compromise the requirements of the relevant Training Package and the integrity, equity and fairness of assessment.
- c) Where a student is deemed, either prior to enrolment or throughout the training program, to possess a lower level of language, literacy or numeracy than is the minimum requirement for the requirements of the Training Package, Future Force will provide appropriate advice and support to the student regarding further learning options. At times, further language or literacy development or remedial assistance may be required to be completed prior to the continuation or completion of the student's course of study.

## 6. Supporting Documents

FORMS: Suggestion Form

POLICIES & PROCEDURES: Complaints and Appeals

POLICIES & PROCEDURES: Occupational Health and Safety

POLICIES & PROCEDURES: Harassment

CODE: Code of Practice