



<b>TYPE OF DOCUMENT:</b>	<b>POLICY</b>
<b>TITLE:</b>	<b>ACCESS AND EQUITY</b>
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### **POLICY STATEMENT**

Perth Boat School is committed to promoting, encouraging and valuing equity and diversity with respect to its students and to provide students with the optimal environment to achieve a high level of success. Perth Boat School will ensure services offered are provided in a fair and equitable manner to all students, free from bias.

Perth Boat School is committed to providing flexible learning and assessment options, allowing students alternatives which recognize the diversity of their individual needs and circumstances aiding them in their learning goals.

Perth Boat School is committed to ensuring that all its training and assessment policies and procedures incorporate access and equity principles.

Perth Boat School will ensure:

- \* all participants 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.
- \* 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
- \* all participants/students have equitable access to training resources, facilities, support services, information, trainers and assessors, materials, assessment opportunities, learning opportunities, special needs materials, and equipment.



## ACCESS AND EQUITY AND CLIENT SERVICE

### 1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF). As such, Perth Boat School is required to have written policies and procedures in place for access and equity issues and customer service. Furthermore Perth Boat School is required to ensure that all of its operational policies and procedures incorporate the principles of access and equity. Perth Boat School is required to set out its access and equity policies in a code of practice document and provide copies of such to all RTO personnel ensuring they adhere to those requirements.

### 2.0 POLICY PRINCIPLES :

#### 2.1 Principles

- 2.1.1 Perth Boat School abides by access and equity principles.
- 2.1.2 Perth Boat School provides learning opportunities for potential students from equity groups. These groups include;
  - Women.
  - Aboriginal people and Torres Strait Islanders.
  - Members of racial, ethnic, and ethno-religious minority groups.
  - People with a disability
- 2.1.3 Perth Boat School aims to meet the educational needs of all students, irrespective of their background.
- 2.1.4 Perth Boat School provides equal opportunity for all participants regardless of their gender, pregnancy, race, marital status, sexuality, age, family/carer responsibilities, disability, transgender, political conviction, cultural background, linguistic background, religious belief, geographic location or socio-economic background.
- 2.1.5 Perth Boat School seeks to create a learning environment where all students are respected and can develop their full potential.
- 2.1.6 This policy applies to the advertisement of vacancies, recruitment, and training, conditions of employment, pay and, subject to exemptions, to all other aspects of trainer and assessor employment, ie contractors/consultants.

#### 2.2 Special Needs

- 2.2.1 Participants intending to enrol for training with Perth Boat School are requested prior to enrolment to advise Perth Boat School if they have any physical or other impairment which may adversely affect their ability to successfully undertake training and assessment.
- 2.2.2 Participants with disabilities are encouraged to discuss with Perth Boat School 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.
- 2.2.3 Perth Boat School, in collaboration with the participant, will assess the potential for the participant to successfully complete the training which may include flexible delivery options to optimise the ease and benefit of the participants



learning. However, no compromise to the integrity of the assessment against competency will be allowed.

### **2.3 Language, Literacy and Numeracy**

- 2.3.1** Each Training Package sets a minimum requirement in language, literacy and numeracy skills of participants, with which Perth Boat School must abide.
- 2.3.2** Perth Boat School makes appropriate concessions for language, literacy and numeracy issues of clients where these concessions do not compromise the requirements of the relevant Training Package and the integrity, equity and fairness of assessment.
- 2.3.3** Where there are entry requirements for courses eg literacy in English and numeracy, these are clearly stated in pre-enrolment and enrolment literature.
- 2.3.4** Where a participant 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, Perth Boat School will provide appropriate advice and support to the participant 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 participant's course of study.

### **2.4 Perth Boat School Commitment**

- 9.4.1** Perth Boat School will demonstrate its commitment by:
  - o Selecting students according to a fair and non-discriminatory process
  - o Making its training relevant for a diverse student population
  - o Providing suitable access to facilities and resources
  - o Providing appropriate support services
  - o Providing appropriate complaints procedures
  - o Consulting with relevant industry groups
  - o Raising staff, contractor and student awareness of equity issues.

## **3.0 SUPPORTING DOCUMENTATION**

Perth Boat School documentation which supports the implementation of this Policy includes:

- The various Perth Boat School policies and procedures.

## **4.0 PROCEDURES :**

<b>ACCESS AND EQUITY</b>
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**Access and equity procedures are embedded in the various Perth Boat School procedures.**