

BQ4: Access, Equity and Anti-Discrimination Policy

Purpose

The purpose of this policy is to outline Gascoigne Training and Assessment's commitment to access, equity and anti-discrimination principles.

Overview

Gascoigne Training and Assessment is committed to ensuring that:

- i. Access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all students, prospective students and other clients.
- ii. No person is discriminated against, harassed or treated unfairly in their dealings with Gascoigne Training and Assessment.
- iii. Each student has access to the level of support required to enable them to reach their full potential without it causing unjustifiable hardship to the organisation.
- iv. It complies with relevant Equal Opportunity legislation and Discrimination Acts.

Scope

This policy applies to the Gascoigne Training and Assessment's liaison with all students, prospective students, employers, prospective employers, host workplaces, staff and partner organisations.

Policy

1. Diversity

- 1.1 Gascoigne Training and Assessment recognizes and values the individual differences of its students and the community and recognises that students come into its programs with a wealth of personal knowledge and life experiences.
- 1.2 Gascoigne Training and Assessment promotes an inclusive training environment and recognises that diversity is an opportunity to enrich and extend opportunities for all.
- 1.3 Gascoigne Training and Assessment creates an inclusive environment for all people regardless of their background by:
 - a) Providing a welcoming and supportive training community.
 - b) Offering flexibility in training and assessment.
 - c) Providing reasonable adjustments to training and assessment activities.
 - d) Having open recruitment and selection procedures.
 - e) Determining the needs of all individuals upon engagement with the organisation.
 - f) Providing students and client's access to a range of support services.

2. Discrimination

In accordance with legislation, no person or organisation will be treated unfairly or discriminated against, on the basis of age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location,

family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.

3. Harassment

3.1 Gascoigne Training and Assessment is committed to providing all people with an environment free from all forms of harassment. Gascoigne Training and Assessment will not tolerate any behavior that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

4. Fairness

4.1 The principles and practices adopted by Gascoigne Training and Assessment aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with Gascoigne Training and Assessment.

4.2 Gascoigne Training and Assessment aims to provide open, fair, clear and transparent policies and procedures for use by staff and students.

4.3 Gascoigne Training and Assessment has fair and equitable processes for selecting students for enrolment into its courses. Decisions about student selection are based on clearly defined entry requirements. Students will be selected on merits, based on the course's publicised criteria. Entry requirements as well as application and enrolment procedures are published in Gascoigne Training and Assessment's marketing materials, course guides and on the organisation's website.

4.4 All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

5. Exclusion from Services

5.1 A person may not be permitted to access training services if:

- a) They have a criminal history which impacts on the requirements of the course or vocation of the area being studied.
- b) The student requires delivery in a language other than that being offered by Gascoigne Training and Assessment in accordance with the related Training Package.
- c) The student requires special services or facilities and provision of such would cause unjustifiable hardship to the organisation.

6. Equity in Access

6.1 Gascoigne Training and Assessment provides equity in access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

6.2 Gascoigne Training and Assessment provides equitable access to training and education services by:

- a) Offering culturally appropriate teaching resources that are relevant to participant needs and circumstances.
- b) Referring students to support and counseling services where needed.
- c) Offering a wide range of course and learning options.
- d) Assisting students to arrange additional services if required such as interpreters or trained note takers.
- e) Providing courses that are self-paced and flexibly delivered.

- f) Encouraging participants to be involved in their own feedback and decision making processes regarding realistic goals and progress.

7. Support Services

7.1 Support services will be provided to all students who require them. Please refer to Gascoigne Training and Assessment's Student Support Policy.

Related Policies

- BQ1: Code of Practice and Customer Service Charter
- SM15: Student Support Policy
- HR12: Staff Code of Conduct

Related Procedures and Documents

- SMF15.1.1: Language Literacy and Numeracy Assessment Test
- CEG21.1.2: Marketing Material Guide

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