

Access and Equity Policy

Statutory and regulatory compliance

- Standards for RTOs 2015
 - Clause 1.3
 - Clause 1.7
 - Clause 5.1
 - Clause 8.5

Policy

Lead College is committed to maximising the outcomes for all learners and clients by providing training, assessment and educational and support services that are responsive and flexible to the individual needs of learners and clients in all their diversity.

Lead College will embed the principles of access and equity in all aspects of its operations, promoting equality of opportunity and inclusiveness as the cornerstone of all activity; it will adopt a non-discriminatory and flexible approach to meeting the needs of existing and potential learners and clients. Sufficient trainers, assessors, education and support services, learning resources and facilities will be available at all times so that all of the qualifications on Lead College's scope may be delivered.

Teaching and learning techniques are designed to actively involve students and to make provision for differences in their learning styles. Students are provided with opportunities to be active participants in the learning process.

Procedures

The Lead College's CEO is responsible for ensuring that the Lead College delivers on its commitment that all aspects of its training, assessment and educational and support service provision reflects an inclusive, fair, open and flexible approach by:

- Providing training to and ensuring all Lead College Staff are aware of and abide by the principles of this policy at all times
- Ensuring all third parties delivering services on behalf of Lead College are aware of and abide by the principles of this policy at all times
- Providing opportunities for Lead College Staff to undertake professional development on inclusive practice in assessment and training within the VET sector
- Recruiting and selecting people based on their skills, aptitude and relevant qualifications including life experience
- Implementing training and assessment strategies and practices that are flexible to the individual needs of learners and clients
- Ensuring a workplace and learning environment, which is free from discrimination and harassment
- Continuously monitoring, reviewing and addressing practices, policies, systems, behaviours and structures to ensure they are free from discrimination or bias, and are learner-/client-focussed at all times
- Consulting with learners and clients on an ongoing basis in order to understand the nature of their needs for the purposes of negotiating approaches to service and support delivery
- Providing such ongoing information and support to learners and clients as is necessary to meet their individual needs to maximise outcomes from training

Access-and-Equity-Policy		WA Campus	NSW Campuses	Web: www.leadcollege.edu.au	ABN: 63 604 422 853	1/2
V2.0	Revised June 2020	13 - 15 Leila Street,	Level 1,841 George Street Haymarket NSW 2000	Phone: 1300 887 361	RTO Code: 41489	
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- Enabling reasonable adjustments to be made within the constraints of available resources to accommodate the individual needs of individuals in the pursuit of training and learning opportunities.

All Lead College Staff and third parties delivering services on behalf of Lead College will abide by the principles of this policy and ensure access and equity principles are embedded in their behaviour, actions and practice at all times.

Students who believe they have been treated unfairly are encouraged to use Lead College complaints and appeals procedures to address their concerns. Lead College will promptly and thoroughly investigate all complaints in accordance with the principles, requirements and procedures outlined in its Complaints and Appeals Policy.

Related Policies

- Enrolment Application
- Training and Assessment
- Learner Support and Welfare Services
- Student Orientation
- Language, Literacy and Numeracy
- Learner Support Needs Records
- Complaint and Appeal
- Continuous Improvement
- Governance and Probity

Related Documents

- International Student Pre-Enrolment Information Kit
- Student Handbook
- Training and assessment strategies
- Assessment tools
- Student enrolment survey
- Enrolment interview record of interview (template)
- Learner Support Needs Records
- Training plan template
- Session plan template

Document Control

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