

## ACCESS AND EQUITY

### POLICY STATEMENT

This document provides a consistent set of principles by which REIWA Training will ensure that all students have fair and equitable access to all of REIWA Training's products and services, free from bias or undue restrictions.

### SCOPE

This policy applies to all employees of REIWA Training, as well as trainers and assessors and is applicable across all training and assessment activities of REIWA Training.

### LEGISLATION

Australian federal and state legislation makes it unlawful for organisations to discriminate against people because of their age, gender, race, marital status, sexuality, or physical or intellectual disability.

The following legislation underpins all matters related to access and equity at REIWA Training:

- Equal Opportunity Act 1984
- Disability Services Act 1983
- Occupational Safety and Health Act 1984
- Disability Discrimination Act 1992

### PRINCIPLES

REIWA Training 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.

REIWA Training will ensure services offered are provided in a fair and equitable manner to all students, free from bias.

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

REIWA Training is committed to ensuring that all its training and assessment policies and procedures incorporate access and equity principles.

REIWA Training 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 orientation, family responsibility or political conviction.

- 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.

### APPLICATION

- 1 REIWA Training staff will ensure access and equity issues are considered during curriculum and resource development. Information presented in learning materials will be in a format that celebrates cultural diversity.
- 2 REIWA Training staff will ensure that the student enrolment process is bias-free and non-discriminatory by:
  - a. Using the same recruitment and admission process for all applicants.
  - b. Basing admission to courses and programs solely on availability of places and the applicant satisfying course entry requirements.
  - c. Providing applicants with adequate information and support to enable them to select the most suitable program for their needs.
- 3 REIWA Training staff will ensure that the learning environment is free from harassment, discrimination and victimisation by:
  - a. Specifying standards of behaviour expected from students and staff in its Codes of Conduct.
  - b. Having policies and procedures in place for the prevention of harassment and discrimination.
- 4 REIWA Training will provide support to those with special needs by:
  - a. Discussing with the applicant at enrolment the support that will be required.
  - b. Endeavouring to provide the support, or
  - c. Referring the student to a source of support that will then provide a pathway into the selected course of study. For example, an applicant who presents with poor written skills when completing the application form will be advised about the complex English and legal vocabulary used in real estate transactions and advised to improve their written English skills through further training at TAFE.
  - d. Reasonable adjustment including use of assistive technology, providing education support, using alternative assessment methods, extra time to complete a course or assessment.
  - e. Maintaining written records of outcomes and the actions taken for each individual student in the student management system, where reasonable adjustment is required

- f. Ensuring that reasonable adjustment is provided while maintaining the fundamental components of course which cannot be removed without compromising the learning outcomes
- 5 REIWA Training will ensure that all complaints and appeals are addressed in a fair and equitable manner.

### **SPECIAL NEEDS**

Participants intending to enroll for training with REIWA Training are requested prior to enrolment to advise REIWA Training if they have any physical or other impairment (e.g. English language, literacy or numeracy difficulties, dyslexia, etc.) which may adversely affect their ability to complete their selected training course.

Participants with disabilities are encouraged to discuss with REIWA Training 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.

REIWA Training, 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 participant's learning.

REIWA Training will discuss with the student the modes of learning, the skills required of a real estate practitioner and the inherent requirements of the course.

A disability supplement is available as part of the enrolment process to provide prospective students with additional information to assist with responding to the disability question on the enrolment form.

If a disability is not disclosed, REIWA Training cannot accommodate the learner until this information is received.

### **LANGUAGE, LITERACY AND NUMERACY**

REIWA Training 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.

Where there are entry requirements for courses e.g. literacy in English and numeracy, these are clearly stated in pre-enrolment and enrolment literature.

REIWA Training's Student Selection and Enrolment Policy and LLN Strategy document stipulate the requirements for meeting the fundamental language, literacy and numeracy needs for learners to successfully progress through the course.

Advice is given to all clients on the appropriate action if there is a need to update literacy and numeracy skills. Students are referred to TAFE courses.

Persons from non-English speaking backgrounds are advised of the difficulties encountered by past students in this category. In Australia contracts are not legal unless written in English.

**ASSOCIATED DOCUMENTS**

- Trainer Code of Conduct
- Student Code of Conduct
- Student Selection and Enrolment Policy
- LLN Strategy Document

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### REVIEW OF THE POLICY

This is a controlled document. It may only be changed on the authority of the Executive Manager Training.

**AUTHOR OF POLICY:** Liz McIlhone - Executive Manager Training

**DATE REVIEWED:** May 2016

**DATE TO BE REVIEWED:** May 2018

### VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1.0	All	New policy	Rhonda Stacy	December 2003
2.0	All	TAFE brochures no longer kept at REIWA Learning, we refer to TAFE website, various spelling errors.	Sue Hartree	March 2006
3.0	All	Language update	Sue Hartree	May 2008
3.1	All	Check for currency Changed logo	Sue Hartree	June 2010
4	All	Review	Liz McIlhone	October 2012
5	All	Review REIWA Learning to REIWA Training Rebranding AQTF to Standards for RTOs 2015	Liz McIlhone	May 2016
6	All	Review Inclusion of LLN strategy, disability supplement, Student Selection and Enrolment Policy	Lesley Reagon	June 2018