

# Access and Equity Policy and Procedure

## PURPOSE

Innov8 is committed to providing all learners with equal opportunities to pursue their training and development goals. This is especially important as Innov8 is a niche provider of Foundation skills programs, whose target cohorts often include learners with significant barriers to learning and physical or intellectual disabilities. Innov8 integrates access and equity principles as part of its overall operations in order to ensure all learners, and Innov8's training and assessment practices are treated equally and fairly.

## SCOPE

This applies to all staff, students, key stakeholders and outsourced providers of services.

## STANDARDS

Standards that are relevant to this policy are:

- **Standard 1**—the RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.
- **Standard 4**—accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.
- **Standard 5**—each learner is properly informed and protected.
- **Standard 8**—the RTO cooperates with the VET Regulator and is legally compliant at all times.

## DEFINITION

**Access and equity** means policies and approaches that aim at ensuring that the training and assessment provided by Innov8 is responsive to the individual needs of all its clients, whose age, gender, ethnicity, disability, sexuality, language, literacy or numeracy level, employment status, imprisonment, or remote location, may present a barrier to access, participation in or successful achievement of VET goals.

### Access and equity principles include:

- Equality for all people without discrimination
- Equal distribution and access to all people of learning resources
- Equal opportunity for people to participate in training

**Disadvantaged Groups** who represent some of Innov8's learner cohorts include:

- People with a disability
- Aboriginal and Torres Strait Islanders
- Women
- Culturally and Linguistically diverse (CALD)
- People in rural and remote areas
- Long term unemployed
- Mature age workers

**Reasonable Adjustment** in VET is the term used to modify the learning environment or make changes to the training delivery to assist a learner with a disability. The purpose of Reasonable Adjustment is to give learners opportunity to participate fully. It is not to give learners with a disability an advantage over others in terms of changing course standards or meeting assessment/course outcomes.



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## POLICY

1. 1. Remove barriers and open opportunities to all learners by creating a training environment that is free from discrimination, harassment, bigotry and offensive behavior
2. 2. All students will receive fair and equitable treatment in all aspects of training without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.
3. 3. Innov8 will provide the necessary educational and support services to enable learners to meet their training goals. These may include:
  - a. study support and study skills programs
  - b. language, literacy and numeracy (LLN) programs
  - c. providing equipment, resources and/or programs to increase access for learners with disabilities and other learners
  - d. use of trained support staff including specialist teachers
  - e. flexible scheduling and delivery of training and assessment
  - f. the provision of learning materials in alternative formats
4. 4. All trainers/assessors are responsible for this policy and must be advocates for all learners
5. 5. All trainers/assessors or Innov8 administration staff must provide advice and information to learners on:
  - a. The suitability of the course
  - b. Any special physical or cultural requirements
  - c. Reasonable adjustments that can be made
  - d. Any support that can be provided
6. 6. Enrolment procedures are fair and equitable for learners wishing to undertake study in VET and enroll in an Innov8 program
7. 7. All information needed for learners to make a decision on the course of study is made available to them prior to enrolment via the Student Information Booklet and Pre-Enrolment Interview
8. 8. Innov8 has the following policies and procedures in place in order to treat all current and prospective students in a fair and equitable manner with all academic and non-academic matters and provide equal benefits and opportunities.
  - Enrolment policy and procedure
  - Complaints and appeals policy and procedure
  - Training and Assessment policy and procedure
  - Fees, charges and refunds Policy and procedure
  - RPL and CT policy and procedure
  - Privacy Policy and procedure

## PROCEDURE

Any breach of the access and equity policy must be reported in accordance with the Complaints and Appeals Policy and Procedure.

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