

POLICY & PROCEDURE 4: ACCESS AND EQUITY POLICY

Purpose:

NK Institute Pty Ltd is committed to providing all learners with equal opportunity to pursue their training and development. This policy and procedure is to be used by NK Institute Pty Ltd to integrate access and equity principles into all training and assessment activities it conducts or is conducted on its behalf.

Scope:

This policy covers all NK Institute Pty Ltd policies and procedures and all training function activities.

Definitions:

Access and Equity principles include:

- Equity for all people through the fair and appropriate allocation of resources
- Equality of opportunity for all people without discrimination
- Access for all people to appropriate quality training and assessment services
- Increased opportunity for people to participate in training

Disadvantaged groups include the following groups who traditionally have been under-represented in Vocational Education and Training (VET):

- People with a disability
- Aboriginals and Torres Strait Islanders
- Women
- People from non-English speaking backgrounds
- People in rural and remote areas
- Long term unemployed
- People with lower language, literacy and numeracy skills

Discrimination can be direct, indirect or systemic.

- Direct discrimination

Direct discrimination is any action which specifically excludes a person or group of people from a benefit or opportunity, or significantly reduces their chances of obtaining it, because their status or personal characteristics, irrelevant to the situation (eg, sex, ethnic origin) are applied as a barrier. Direct discrimination has as a focus assumed differences between people.

- Indirect discrimination

Indirect discrimination is the outcome of rules, practices and decisions which treat people equally and therefore appear to be neutral; but which, in fact, perpetuate an initially unequal situation and therefore significantly reduce a person's chances of obtaining or retaining a benefit or opportunity. Rules, practices and decisions are applied to all groups alike but it is the very assumption of a likeness that constitutes the discrimination.

- **Systemic discrimination**

A system of discrimination perpetuated by rules, practices and decisions which are realised in actions that are discriminatory and disadvantage a group of people because of their status or characteristics and serve to advantage others of different status or characteristics. Direct and indirect discrimination contribute to systemic discrimination.

Equity focuses on outcomes. Equity is not concerned with treating people in the same way, it is concerned with ensuring that all groups of people participate and benefit to the same level.

Legislation includes

- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Hatred Act 1995
- Disability Services Act 2006

Sexual harassment is defined by the Commonwealth Sexual Discrimination Act 1984 as when a person:

- makes an unwelcome sexual advance or an unwelcome request for sexual favours;
- engages in unwelcome conduct of a sexual nature, and a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated.

Support the NK Institute Pty Ltd recognises the need for further support and has the following policies in place for students as proactive measures to graduate our students.

1. Class time is the first point for students to ask questions to improve their own learning. This is encouraged by trainers.
2. Outside of class time trainers and administration staff are available during designated times to respond to queries regarding learning material.
3. Once a month the NK Institute Pty Ltd holds open forums via online video link up to answer specific issues students are facing regarding the training, these are open to the entire student body.
4. Twice yearly practicums are held for students to attend in person and be supervised practicing the techniques and material required for completion of their qualifications.

POLICY

1. The aim of the policy is to remove barriers and to open up developmental opportunities for all learners by creating a workplace and training environment that are free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.
2. All learners will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status, physical disability, language, literacy and numeracy ability.
3. A person with a disability may be excluded under this policy if the disability could cause occupational health and safety risks to the person and/or other learners.
4. All trainers / assessors are responsible to observe and be advocates for the policy.
5. This policy will be widely disseminated in the organisation and made available to students in electronic format from the website and as part of the enrolment process.

6. The learners rights will be upheld and are available for their perusal in the student handbook or on the NK Institute website prior to enrolment. These include:
 - details of the RTO's complaints and appeals process required by Standard 6; and
 - any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product
7. NK Institute Pty Ltd's policies and procedures will be monitored and reviewed to ensure that they recognise and incorporate the rights of individuals.
8. NK Institute Pty Ltd's Principal will be the person responsible for the implementation and maintenance of the policy.
9. Prior to enrolment or the commencement of training and assessment, whichever comes first, the NK Institute Pty Ltd provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.
10. Prior to enrolment or the commencement of training and assessment, whichever comes first, the NK Institute Pty Ltd provides students with information on the training delivery and assessment modes, requirements to meet the assessments and related educational and support services
11. Wherever an obstacle to learning is identified support will be offered to the student with the purpose of that student being successful in meeting the requirements of the training product as specified in the training package.

PROCEDURE

1. The following information is distributed to trainers and for learners prior to their enrolment
 - the NK Institute Pty Ltd Access and Equity Policy
 - student rights and obligations including : details of the NK Institute's complaints and appeals process required by Standard 6 and any requirements NK Institute requires the learner to meet to enter and successfully complete their chosen training product
2. This information is disseminated via the following means
 - Post on website
 - Include in iPad and Android apps when available
 - Include in learner material (student handbook).
3. During the enrollment process possible reasons to consider a student in a disadvantaged group may be determined (On Enrollment Forms 4,5,6 & 12 as well as Form * specific for LLN ability)
4. Steps will be taken unique to the individuals needs to ensure their continued access to education and training in the courses delivered by the institute and any support that will further assist their ability to meet the training requirements set out in the training packages
5. At any time during the delivery of the course, a student is identified as requiring additional support the delivery of training can be extended to accommodate the individual's needs
6. This will be monitored and evaluated throughout the delivery of the training to ensure continued effectiveness

POLICY & PROCEDURE 4 VERSION CONTROL

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