

Access and Equity Policy

The aim of this policy is to ensure National College of Vocational Education (NCVE) promotes an inclusive environment that acknowledges and values all prospective students.

Scope

This policy is relevant to people who access courses within NCVE.

Policy

NCVE strives to achieve equitable outcomes in vocational education and training, with a focus on inclusion, student-centred approach, flexibility in learning where appropriate, cultural respect, access to training facilities and resources, and improving the scope of access and equity where necessary.

NCVE aims to ensure selection criteria do not discriminate against students and adapts marketing activities that encourage all prospective students.

Equity is a term used to cover issues relating to access to vocational education and training (VET) participation, and achievement of outcomes in VET. Equity issues range from providing a supportive learning environment to adjusting assessments to meet individual circumstances, from policies on fee reduction to development of inclusive learning materials. Equity refers to the ability to achieve results in training and to receive training in an inclusive environment with inclusive materials.

An inclusive environment or set of materials is one that acknowledges and values the differences between people and culture. It recognises and embraces differences and provides the means by which all clients have the best opportunity to achieve their goals.

We are committed to providing opportunities to all people for advancement in training on an equitable basis, including:

- Industries where women are under-represented
- People with disabilities and special needs
- People from non-English speaking backgrounds
- Aboriginal and Torres Strait Islander Australians
- Rural and remote learners

The *Equal Opportunity Act (1995)* makes it unlawful for anyone to be treated unfairly or discriminated against. All staff, contractors and sub-contractors engaged by NCVE will recognise the diverse needs of participants and shall not discriminate toward any individual or group in any form. Staff, contractors and sub-contractors will be made aware of, and implement, the Access and Equity Policy.

All participants have equal access to our programs irrespective of their gender, culture, linguistic background, ancestry, and socio-economic background, as well as disability, age, marital status, pregnancy, sexual orientation, special needs or carer responsibilities.

All participants who meet the entry requirements as prescribed by the appropriate National Training Package, will be accepted into any program within our scope of registration.

The principles of Access and Equity are covered at staff induction and regularly reviewed to ensure the correct interpretation and application.

Any issues or questions raised regarding access and equity can be directed to NCVE.

Students, staff, contractors and sub-contractors will be advised of selection/enrolment orientation procedures, course information, vocational outcome, fees and charges, language, literacy and numeracy support, appeals and complaints procedures and any external support arrangements prior to enrolment. These are contained in the Student Handbook and Trainer and Assessor Handbook.

Some examples of our support include:

- NCVE are able to offer Language, Literacy, Numeracy and Digital Skills support to students who have difficulties in any of these areas.
- NCVE will endeavour to accommodate the unique needs of expectant or new parents or students with other carer responsibilities.
- NCVE has the ability to modify learning and assessment tasks to accommodate the unique cultural needs of students (where such modification does not impact the overall intent and integrity of the learning outcome).

Where our training programs have a limited number of available places, these will be filled in order of completed enrolment applications.

Enrolment procedures will be free of any form of discrimination, and if an individual does not meet the entry requirements, all attempts will be made to assist them to identify all alternative courses of action.

Responsibilities

NCVE RTO policy documents must be ratified by the CEO. The CEO is responsible for reviewing this policy annually.

NCVE employees are responsible for adhering to authorised policy and for communication any gaps or feedback regarding existing policy.

Related Documents

- Student Handbook
- Trainer and Assessor Handbook

Relevant Legislation / Guidelines

- *The Equal Opportunity Act (1995)*
- *ASQA Standards for RTO's 2015*
- *The National Vocational Education and Training Regulator Act 2011*

Compliance

Non compliance with this policy may result in disciplinary action up to and including dismissal or exclusions from further participation in the training course.