

Policy – Access and Equity

Navitas Professional - Careers & Internships
ABN 25 100 404 199

Document

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Responsibility	Director, C&I
Initial Issue Date	10 November 2015

Version Control

Issue Date:	Summary of Changes	Review Date
10 November 2015	Initial document, v1.0	10 November 2017
2 May 2016	Update position titles, v1.1	10 November 2017

1. Purpose and Scope

The purpose of this policy is to promote fair and equal access for all participants and potential participants and C&I Staff, regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual disability.

Navitas Professional – Careers and Internships (C&I) is committed to providing a fair and equitable learning and working environment for all participants and C&I staff.

This policy applies to all current and prospective C&I staff and participants.

2. Policy

2.1 Legislation

2.1.1 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”.

C&I acknowledges its legal obligations under State and Federal equal opportunity laws. This includes but is not limited to the following:

- Age Discrimination Act 2004 (Cth);
- Anti-Discrimination Act 1977 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984(Cth).

For relevant State legislation refer to Appendix A.

2.2 Access and Equity Principles

2.2.1 At the time of application Participants will self-identify any special need requirements.

2.2.2 C&I is committed to Access and Equity Principles by:

- implementing reasonable adjustments as necessary to ensure delivery and assessment of all programs meet individual participant needs in consultation with the Curriculum and Learning Manager, C&I;
- ensuring all practices are free from discrimination; and
- delivering a work and education environment that is relevant, accessible, fair and inclusive.

2.2.3 C&I provides an assessment process that is fair, valid, reliable and consistent through:

- the recognition of previously acquired skills and knowledge;
- the provision of adequate information on the training program;
- adapting assessments to meet participant needs without compromising the integrity of the assessment;
- providing participants with the right to appeal an assessment or recognition decision; and
- providing participants with an equal opportunity to demonstrate competence.

2.2.4 Reasonable adjustment is provided to participants with special needs according to individual circumstances.

2.2.5 Participants encountering learning difficulties will be referred to the Curriculum and Learning Manager, C&I to develop an individual strategy to assist learning and assessment.

- 2.2.6 C&I staff and participants are made aware of access and equity as part of the induction process and ongoing employment.
- 2.2.7 The Curriculum and Learning Manager, C&I will maintain a register of reasonable adjustment arrangements.

2.3 Complaints and Appeals

- 2.3.1 Complaints and appeals will be addressed in a fair and equitable manner in accordance with C&I's Complaints and Appeals Policy.
- 2.3.2 Participants who believe they have been treated unfairly are encouraged to use C&I's complaints and appeals procedures. C&I will promptly and thoroughly investigate all complaints and appeals in accordance with stated procedures.
- 2.3.3 Participants also have the right to appeal against any decisions as set out in C&I's Complaints and Appeals Policy

3. Responsibilities

The following are responsible for this policy: -

- The **Director, C&I** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The **Curriculum and Learning Manager, C&I** and **State Operations Managers, C&I** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **C&I Employees** are responsible for being aware of, and complying with this Policy.

4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **Access** - This is concerned with providing equality and opportunities for all people without discrimination to participate in training and assessment programs.
- **Equity** - This term covers issues relating to access to, participation in and achievement of outcomes in VET. It is concerned with ensuring that all staff and participants participate and benefit to the same level.
- **Reasonable adjustment** –refers to the modification of the learning environment to assist a learner with learning difficulties.
- **C&I** – Navitas Professional – Careers and Internships.

5. Review

This Policy is reviewed every 2 years by the Curriculum and Learning Manager, C&I in accordance with RTO Standards 2015 and organisational risk assessment.

6. Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location	Retention
Reasonable Adjustment Register	State Administration Officer	Local Network Drive	7 years
Participant File	State Administration Officer	Local Network Drive	7 years

7. Related documents

- Program Application Form
- Navitas' Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy
- CI-01.01-03P Assessment Policy
- CI-01.01-06P Complaints and Appeals Policy
- CI-01.01-05P Learner Support Policy

Appendix A – State Legislation

- [Australian Capital Territory Discrimination Act 1991 \(ACT\)](#)
- [New South Wales Anti-Discrimination Act 1977 \(NSW\)](#)
- [Northern Territory Anti-Discrimination Act 1996 \(NT\)](#)
- [Queensland Anti-Discrimination Act 1991 \(QLD\)](#)
- [South Australia Equal Opportunity Act 1984 \(SA\)](#)
- [Tasmania Anti-Discrimination Act 1998 \(TAS\)](#)
- [Victoria Equal Opportunity Act 1995 \(VIC\)](#)
- [Western Australia Equal Opportunity Act 1984 \(WA\)](#)

The above list has been sourced from the Australian Human Rights Commission website: A Guide To Australia's Anti-discrimination Laws.

<https://www.humanrights.gov.au/guide-australias-anti-discrimination-laws>