

# Access & Equity Policy

In accordance with Australian Discrimination Legislation and the NVR Standards for RTO's 2015 *First Aid Australia* ensures that employment conditions, course entry requirements, assessments and learning content do not limit access on the basis of age, race, religion, socio-economic status, gender, colour, sexual preference, physical or mental disability, marital status, family or carer responsibilities, pregnancy, political opinion, national extraction or social origin.

## Procedure

*First Aid Australia* ensures that staff or learners are not subject to discrimination by implementing the following Policies:

- **Staff and Learners are made aware of the Access and Equity Policy by:**
  - Including it in Staff Inductions
  - Including it in the Staff Handbook
  - Including it in the Learner Handbook.
- Course entry requirements are included in Pre-enrolment Information.
- Ensuring any specific needs are identified through the enrolment process and special arrangements made wherever practicable.
- Ensuring Trainers and Assessors are aware of their responsibility to implement the principles of Access and Equity.
- Making reasonable adjustment to training and assessment where required and as practicable.
- Developing Learning and Assessment Strategies to meet the identified needs of learner groups and individuals.
- Monitoring the professional development needs of staff to ensure knowledge and skills with regard to Access and Equity are relevant and current.
- Immediately dealing with any complaints relating to Access and Equity issues in the manner outlined in the Complaints and Appeals Process.
- Ensuring learners are aware of any additional support services that may facilitate their satisfactory completion of the training and assessment.