

TS 4.1 Student Access and Equity

1. Purpose

Westvic Staffing Solutions is committed to providing all current and potential students with an equal opportunity to pursue their training and development needs.

The aim is to remove barriers and to open up developmental opportunities for all students, by creating vocational education and training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.

2. Policy

Westvic Staffing Solutions shall integrate access and equity principles into all training and assessment activities it conducts including student selection and their learning and development needs by providing:

- Fair and equitable treatment in all aspects of vocational education and training conducted or auspice by Westvic Staffing Solutions without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.
- Access to support services and training to address gaps identified during a pre-training review and Language, Literacy and Numeracy (LL&N) assessment will be made available to all students, to ensure they have the best possible chances to be successful in their vocational education and training.
- Providing reasonable adjustment to cater for the needs of students with a disability/s

3. Responsibility

Training Services Manager – responsible for the implementation and maintenance of this policy

Westvic Staffing Solutions staff – upholding this policy and be advocates for it

4. Definitions

4.1 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

4.2 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

4.3 Discrimination

May be direct or indirect and is less favourable treatment based on the following attributes as defined by law: sex, gender identity, marital status, pregnancy, breastfeeding, status as a parent or carer, sexual orientation, lawful sexual activity, race, disability, age, industrial activity, physical features, religious beliefs or activities, political beliefs or activities, or personal association with a person who is identified by reference to any of the previous.

- 4.3.1 **Direct Discrimination** occurs if a person treats someone with an attribute as listed above less favourably than the person treats or would treat someone without that attribute, or with a different attribute, in the same or similar circumstances.

- 4.3.2 **Indirect Discrimination** occurs if a person imposes an unreasonable requirement, condition or practice that someone with an attribute cannot comply with and that a higher proportion of people without that attribute can comply with.

4.4 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.

4.5 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.

5. Application

Westvic Staffing Solutions acknowledges that State and Federal Equal Opportunity and Anti-Discrimination legislation constitutes a basic standard beyond which the adoption of this Policy should promote the economic and social wellbeing of the organisation its staff, clients, students and business associates.

In application of this policy Westvic Staffing Solutions staff will:

- a) ensure non-discriminatory student selection procedures are established and implemented to encourage fair access for all;
- b) considered and incorporated access and equity issues during training program development, delivery and assessment;
- c) identify foundation skill gaps through the pre-training review and LL&N processes , and address identified gaps by:
 - enrolling students into foundation skills courses
 - developing gap training or alternative training delivery or assessment methodologies
- d) ensure training programs are developed which cater to all represented groups, including those groups which may be under-represented; and
- e) undertake training in access and equity principles and their application.

RELATED POLICIES AND REFERENCES

[TS 1.2 Training Services Code of Conduct](#)
[TS 2.5 Occupational Health and Safety](#)
[TS 4.4 Language Literacy and Numeracy Policy](#)
[TS 4.5 Training Services Complaints and Appeals Policy](#)
[HR 10.1 Equal opportunity, discrimination and harassment](#)
[GBP 2.2 Customer service charter](#)