

POLICY NO: 03

PURPOSE

The purpose of the Access and Equity policy is to ensure that Yarrowonga Mulwala Community & Learning Centre (YMCLC) RTO 21765 is responsive to the individual students needs to remove barriers and to open developmental opportunities for all participants by creating an environment that is free from discrimination, harassment, bigotry, prejudice, racism, and offensive behaviour.

YMCLC will create an environment free from all forms of discrimination and harassment which enables all students to reach their full potential. We will ensure our services are provided fairly and equitably to all, free from bias. All people will be treated courteously throughout the process of enquiry, selection, enrolment and participation with YMCLC.

No individual participant will be discriminated against, and access to courses and programs will not be limited by:

- Gender
- Sexuality
- Trans-sexuality
- Age
- Race
- Relationship status
- Status as a parent or carer
- Pregnancy
- Breastfeeding
- Religious or political conviction, or
- Disability

YMCLC provides equity in access to the level of training/support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their chosen outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training opportunities, and program involvement.

We are committed to providing flexible learning and assessment options, which allows students to have alternatives that recognise their individual learning needs.

Entry and admission requirements to qualifications will be clearly outlined in all Training and Assessment strategies and in relevant marketing materials, allowing potential students to be well informed in the qualification selection process.

YMCLC will make appropriate concessions for language, literacy, numeracy, and digital skills issues of students, where they do not compromise the requirements of the relevant Training Package and the integrity, equity and fairness of the assessment.

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PROCEDURE

1. Pre-Training Review

During the pre-training review, YMCLC asks prospective students to disclose any disabilities or specific learning requirements that may impact their ability to undertake the qualification. If prospective students disclose any learning challenge or disability, the enrolment will be reviewed by the Training Manager, who will determine whether enrolment will or will not proceed based on support services YMCLC are able to offer the potential student as well as qualification suitability for the prospective student.

If YMCLC approves the enrolment, the student will be provided with an Individual Learner Support Plan.

2. After Enrolment

If a student advises YMCLC that an undisclosed learning challenge or disability affects their study, they will be contacted by the Training Manager to obtain further information to develop an Individual Learner Support Plan. YMCLC will determine additional support that may be required. Reasonable adjustments may be provided for students with disability or learning difficulties according to the nature of the disability or difficulty.

3. Reasonable Adjustments

Reasonable adjustments will be made where possible to ensure that students are not presented with barriers to demonstrate achievement in the course. YMCLC will not make reasonable adjustments to any of its services which:

- a. Compromise the level of skills and knowledge expected within a unit of competency.
- b. Compromise the integrity of the qualification.
- c. Require costs or resource provisions outside of the capacity and expenditure of YMCLC's budgets and abilities.

4. Exclusion

A person may be excluded under this policy if they are unable to meet occupational and workplace health and safety standards or if their ability to participate poses risks to their own safety or the safety of others.

RELATED DOCUMENTS

Enrolment form

Pre-Training Review

RELATED LEGISLATION

Associations Incorporation Act 1981

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Commonwealth Disability Discrimination Act 1992

Victorian Disability Act 2006

Victorian Equal Opportunity Act 2010

RELATED POLICIES

Complaints and Appeals Policy

Reasonable Adjustment Policy

RELATED STANDARDS

Standard 1.3

Standard 8.5

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Officer
Advisory Board to Approval Authority	Board of Management
Author	Executive Officer
Next Review Date	December 2025

Approval and Amendment History	Details
Original Approval Authority and Date	
Amendment Authority and Date	01/11/2021 – new policy written based on feedback from External Auditor. 10/12/2024 – V1.1 reviewed and updated.
Notes	

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