

## Access & Equity Policy

### Purpose

The purpose of this policy is to ensure the procedures relating to access and equity are followed, thereby maximising results for all students within the context of their work.

### Policy Outline

Training is defined by its ability to respond to diversity and cater to identified needs, enabling all eligible participants to reach their full potential.

Connect Skills Institute Pty Ltd ensures its vocational education training is responsive to the individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.

This does not mean that Connect Skills Institute Pty Ltd will accept anyone as a client who does not meet the specific selection criteria for qualification. Conceivably Connect Skills Institute Pty Ltd and a prospective student may mutually agree that access to facilities do not meet the needs of the student.

Connect Skills Institute Pty Ltd will provide advice and information to students on:

- The suitability of the course;
- Any special physical or cultural requirements for the course;
- Reasonable adjustments that can be made;
- And support that is available.

### Policy Detail

Information about access and equity will be delivered through:

- Code of Conduct Policy
- Our policies and procedures

Connect Skills Institute Pty Ltd provides access to training and assessment opportunities through:

- Our website
- Advertising
- Marketing materials
- Flexible delivery and assessment options
- Administrative assistance

### Approval Authority

This Policy is approved by the Executive Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

### Documents Referenced

- Anti-Discrimination Act 1977
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Code of Conduct Policy
- Disability Discrimination Act 1992
- Equal Opportunity Act 2010
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Workplace Gender Equality Act 2012