

# Access and Equity Policy

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## 1.0 Policy Purpose

The purpose of this Policy is to ensure that Capricornia Training Company (CTC) provides fair and equitable access and opportunity to its clients – including students, apprentices, trainees and program participants, including:

- Opportunities for reasonable adjustments are made for clients;
- Clients are given equitable access to facilities and services.

## 2.0 Scope

This Policy applies to all clients – including students, apprentices, trainees and program participants.

## 3.1 Policy

### 3.2 Supporting clients to succeed

- 3.2.1 CTC acknowledges the diverse background of its clients and commits to making its practices as inclusive as possible and not unreasonably prevent its clients from accessing learning, employment or program participation.
- 3.2.2 CTC undertakes to be responsive to the individual needs of clients, whether they relate to age, gender, cultural or ethnic background, health, sexuality, employment, location or other personal circumstance, and not unreasonably present barriers to their participation.

### 3.3 Recruitment and enrolment

Recruitment and enrolment processes and policies are free from discrimination and are based on the requirement that clients meet published entry criteria for a program, course or position. Access and equity issues are considered when setting requirements and prerequisites. Training and assessment can be flexible to make reasonable adjustments. Documents are non-discriminatory, and use inclusive language and examples.

### 3.4 Learning support

- 3.4.1 Reasonable adjustments can be made to accommodate clients needing supplementary learning support. Reasonable adjustments may include:
- (a) Additional learning support, including literacy and numeracy support;
  - (b) Alternative methods of assessment where reasonable;
  - (c) Extra time to complete assessments.
- 3.4.2 Assessments are designed to be fair, reliable and consistent. Clients are given details on required assessments for each subject at the beginning of each unit of competency.
- 3.4.3 Clients may appeal assessment decisions by first speaking with their assessor and then through the PO-010 Customer Feedback and Appeals Policy.
- 3.4.4 Special consideration may apply for extenuating circumstances.