

Access and Equity

Objective

This Policy aims to ensure that Cire Training fulfils its obligations to students and the community and meets its legal and social obligations of access and equity.

Scope

- Executive Manager Education and Training
- Quality Training and Assessment Manager
- RTO Trainers/Assessors
- RTO Administration Staff
- All Cire Training students and trainees
- Third-party providers

Policy

1. Cire Training will provide quality services and education to all sections of the community and develop relationships with other service providers in the Community and Disability Sector.
2. Cire Training has effective processes to establish the needs of clients, and deliver services to meet these needs.
3. Cire Training continuously improves client services by collecting, analysing and acting on relevant data.
4. Before clients enrol or enter into an agreement, Cire Training informs them about the training, assessment and support services to be provided, and about their rights and obligations.
5. Employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment.
6. Cire Training provides training, assessment and support services that meet the individual needs of its clients.
7. Learners have timely access to current and accurate records of their participation and progress.
8. Cire Training provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.
9. Cire Training aims to achieve compliance with current disability legislation and ensure that it fulfils the Cire Training vision of "connecting people to learning and life" by:
 - Continuing to maintain a physical environment that allows access to people with disabilities
 - Maintaining a website compliant with the standard WCAG 2.0
 - Ensuring course content and assessments are available in a variety of formats
 - Implementing a procedure for making reasonable adjustments to allow people with disabilities to participate and gain competency in Cire Training Educational programs

Definitions

N/A

Related Documents

Reasonable Adjustment Procedure
Access and Equity Policy
Student Complaints and Appeals Policy and Procedure

Related Legislation

Australian Quality Training Framework Standard 2
VRQA Guidelines for VET Providers
Education and Training Reform Act 2006
Disability Discrimination Act 1992
Charter of Human Rights and Responsibilities

Organisational Area

Cire Education and Training

Approved by:

The Board

Sign:.....



Date:.....

Jan 2019

Operative Date:

Jan 2019

Jan 2021