

Access & Equity

Policy

Vostro is committed to the principles of access and equity in Vocational Education and Training (VET).

The guidelines outlined in this policy are designed to promote the full and equal participation of all students (prospective, current and former) by removing the barriers and obstacles that prevent them from gaining or improving upon their skills, knowledge and experience.

Vostro is further committed to:

- Adhering to all areas of the Disability Discrimination Act (1992)
- Adhering to the sections of the Education Standards (2005) for the Disability Discrimination Act (1992)
- Ensuring access to VET programs is available to all eligible participants
- Ensuring all participants are provided with the opportunity to gain a full qualification
- Providing participants with special needs, including but not limited to, poor language, literacy or numeracy skills, the necessary and reasonable support required to assist them in undertaking their chosen qualification

Vostro actively encourages the participation of a cross-section of the community. This is achieved through the implementation of non-discriminatory selection procedures, encouraging access for all.

Pre-training Interview

A pre-training interview will be undertaken to aid in the identification of any support required by a participant with special needs.

Language, Literacy and Numeracy Support

Language, literacy and numeracy (LL&N) assessments are undertaken on all participants by the relevant trainer, as part of the sign-up or induction process.

A separate LL&N policy and procedure has been developed to assist in the assessment process and determine the areas in which support is required, the level of support required and the date upon which the support strategy is to be reviewed.

Relevant support materials and training processes will be made available to the trainer as required. As an example, large print editions of learner guides and assessments may be issued to participants with a visual impairment.

Interpreters are welcome to attend the training sessions of clients facing language difficulties however Vostro will not bear responsibility for any expenses associated with interpretation services.

Strategies for Ensuring Access & Equity

Vostro has developed a number of strategies to ensure that the principles of access and equity are fully addressed. These strategies fall in line with *AQTF Standard 2.5: Learners Receive training, assessment and support services that meet their individual needs* and are outlined below.

Strategy	Responsibility	Measure
To include questions in all enrolment forms and pre training interview documentation that requests learners to provide details of their background, both personal and professional development that may be relevant to their study.	Training and Compliance Manager	All enrolment forms assessed for inclusion of appropriate questions.
Feedback forms to make available opportunities for learners to raise any access issues.	Training and Compliance Manager	All surveys forms assessed for inclusion of appropriate questions.
Trainer to assess learner for any LL&N concerns at induction through ensuring learner completes their own enrolment form and other appropriate documentation.	Trainer	Ongoing
Relevant policies, procedures, and contact information to be made available to the general public through our internet web site.	CEO	Ongoing
All access issues raised by the public or identified by staff are to be addressed immediately through Vostro's Continuous Improvement Policy and Procedures.	Training and Compliance Manager	Ongoing
Allow for flexibility (when appropriate) for extensions of time to lodge enrolment forms, assessment tasks and other related forms, in particular for members of identified groups, in order to cater to those with different social and cultural backgrounds.	Training and Compliance Manager Trainers/Assessors	Ongoing
Ensure trainers/assessors are aware of Vostro's commitment to access and equity by the review and discussion of this policy document during the Academic Induction process.	Training and Compliance Manager	Ongoing
All promotional, marketing and course material to include the statement: 'People with disabilities are encouraged to apply'.	Training and Compliance Manager	Ongoing

Related Policies, Procedures & Forms

Code of Practice

Complaints & Appeals Policy

Access & Equity

Version: 3.0

Implemented: June 2012

To be reviewed: June 2013

Responsibility: Training Operations & Compliance Manager