

STES

RTO Policy – Access & Equity

Purpose	<p>The purpose of this policy is to ensure that STES adheres to principles of access and equity for both staff and students thereby maximising the outcomes for its students.</p>
Inputs	<p>Standard 1 - The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses</p> <p>1.2. The RTO determines the amount of training they provide to each learner with regard to:</p> <p>a) the existing skills, knowledge and the experience of the learner;</p> <p>1.3. The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:</p> <p>b) educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment;</p> <p>1.7. The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.</p> <p>1.8. The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):</p> <p>b) is conducted in accordance with the Principles of Assessment:</p> <p>Fairness - Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.</p> <p>Standard 5 - Each learner is properly informed and protected</p> <p>5.2. Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:</p> <p>b) the training and assessment, and related educational and support services the RTO will provide to the learner including the:</p> <p>iv) name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf;</p> <p>e) the learner's obligations:</p> <p>ii) any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product;</p>

Policy

As a provider of nationally recognised training and assessment services, STES is legally and ethically bound to provide a working environment which:

- Does not discriminate against student groups or individuals on the grounds of gender, ethnicity, religion, sexual preference, physical or intellectual impairment or age.
- Provides both students and staff with a safe and healthy working environment, which is also free from discrimination and harassment of any kind.
- Values respect, courtesy and privacy.

The implementation of access and equity is the responsibility of all STES employees, however the CEO / Training Manager has a particular role in promoting:

- The understanding and implementation of Equal Opportunity Principles;
- A sensitive and non-discriminatory manner in dealing with clients and staff.

The STES access and equity policy is provided within:

- The staff induction procedure for all staff recruitments
- On the STES Website and in the Information to Students
- STES notice board

Special client needs will be identified through:

- Initial contact with the RTO
- Orientation events prior to the commencement of training and or assessment.