

## STES

# RTO Policy & Procedure – Access & Equity

<p><b>Purpose</b></p>	<p>The purpose of this Policy &amp; Procedure 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>
<p><b>Definitions</b></p>	<p><b>Equity</b> Equity is about ensuring that all people have the supports that they need to access, participate and achieve to the same level.</p> <p><b>Equal opportunity</b> Equal opportunity focuses on everyone having an equal start whilst equity focuses on participation and achievement to an equal level</p> <p><b>Reasonable adjustment</b> Equal opportunities to learn should be provided to learners who have a disability. Daysafe may have to adjust the way training and assessment is carried out to minimise any disadvantages learners with a disability may face</p>
<p><b>Inputs</b></p>	<p><b>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</b></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>

### Standard 5 - Each learner is properly informed and protected

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:

- b) the training and assessment, and related educational and support services the RTO will provide to the learner including the:
  - 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;
- e) the learner's obligations:
  - ii) any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product;

#### Requirement

An RTO must provide clear information to prospective learners prior to enrolment or commencement of training or assessment activities, to enable them to decide if the RTO and course is suitable for them, taking into account their existing skills and knowledge and any specific needs.

RTOs must provide equitable access to all required educational and support services, so that no learner is disadvantaged regardless of their mode of study or location. They must make any limitations regarding access to these resources clear in their pre-enrolment information so clients and learners can make an informed choice about which RTO and course of study best meets their needs.

The needs of learners are considered in the assessment process and reasonable adjustments are made to accommodate the learner. However the rigour of the assessment process must not be compromised.

#### Tools & Templates

This P&P is supported by the Tools & Templates identified at each stage in the process.

<p><b>Policy</b></p>	<p>As a provider of nationally recognised training and assessment services, STES is legally and ethically bound to provide a working environment which:</p> <ul style="list-style-type: none"> <li>• Does not discriminate against student groups or individuals on the grounds of gender, ethnicity, religion, sexual preference, physical or intellectual impairment or age.</li> <li>• Provides both students and staff with a safe and healthy working environment, which is also free from discrimination and harassment of any kind.</li> <li>• Values respect, courtesy and privacy.</li> </ul> <p>The implementation of access and equity is the responsibility of all STES employees, however the CEO / Training Manager has a particular role in promoting:</p> <ul style="list-style-type: none"> <li>• The understanding and implementation of Equal Opportunity Principles;</li> <li>• A sensitive and non-discriminatory manner in dealing with clients and staff.</li> </ul> <p>The STES access and equity policy is provided within:</p> <ul style="list-style-type: none"> <li>• The staff induction procedure for all staff recruitments</li> <li>• On the STES Website and in the Information to Students</li> <li>• STES notice board</li> </ul> <p>Special client needs will be identified through:</p> <ul style="list-style-type: none"> <li>• initial contact with the RTO</li> <li>• orientation events prior to the commencement of training and or assessment.</li> </ul>	
<p><b>Staff responsibilities</b></p> <p><b>Output:</b></p> <p><b>Responsibility</b></p>	<p>It is the responsibility of all STES staff to ensure the requirements of the access and equity policy are met at all times.</p> <p>All participants who meet our entry requirements will be accepted into our training programs.</p> <p>Any issues or questions regarding access and equity can be directed to CEO / Training Manager or during the next staff meeting.</p> <p>Fair and equitable training and assessment</p> <p>CEO / Training Manager</p>	<p><b>Tools &amp; Templates</b></p>
<p><b>Information for Clients &amp; Students</b></p>	<p>Prior to enrolling in a course students and clients are provided with STES Information for Students / Student Handbook which informs them of or directs them to:</p> <ul style="list-style-type: none"> <li>• Training and assessment offered</li> <li>• Website</li> <li>• Course information brochures</li> </ul>	<p><b>Tools &amp; Templates</b></p> <ul style="list-style-type: none"> <li>• <i>STES Information for Students / Student Handbook</i></li> <li>• <i>Course information brochures</i></li> </ul>

<p><b>Output:</b></p> <p><b>Responsibility</b></p>	<p>Clients and students provided with sufficient information provided to make an informed choice about the RTO and courses</p> <p>Administration Officer</p>	
<p><b>Disability</b></p> <p><b>Output:</b></p> <p><b>Responsibility</b></p>	<p>Anti-discrimination legislation aims to ensure people with disabilities have the same rights and opportunities as all others.</p> <p>STES fully supports this premise so in accordance with STES P&amp;P – Enrolment &amp; Confirmation, students are required to inform staff of any special needs they may have prior to enrolment so all reasonable steps can be taken to ensure their requirements are met.</p> <p>If a student indicates they have a disability, their suitability for training must to be assessed by the Training Manager/Trainer &amp; Assessor before they can be enrolled in a course in accordingly.</p> <p>STES will take all reasonable steps to accommodate their needs or refer them to an appropriate agency for additional support.</p> <p>Special needs of students identified</p> <p>CEO / Training Manager</p>	<p><b>Tools &amp; Templates</b></p> <ul style="list-style-type: none"> <li>STES P&amp;P – Enrolment &amp; Confirmation</li> </ul>
<p><b>Language, Literacy and Numeracy</b></p> <p><b>Output:</b></p>	<p>The training &amp; assessment offered by STES is based on written materials and assessment is through written and oral questioning as well as practical activities. There are also numerical calculations.</p> <p>We recognise that not all people are able to read, write and perform calculations to the same standards, so we endeavour to help students where we can to accommodate anyone with difficulties with language, literacy or numeracy.</p> <p>In accordance with STES P&amp;P – Enrolment &amp; Confirmation students are to identify specific requirements in this area when they complete the enrolment form.</p> <p>If a student indicates in the enrolment form that they do not speak English well or not at all their suitability for training must to be assessed by the Trainer &amp; Assessor before they can be enrolled in a course in accordingly.</p> <p>STES will take all reasonable steps to accommodate their needs or refer them to an appropriate agency for additional support.</p> <p>Special language, literacy or numeracy needs of students identified.</p>	<p><b>Tools &amp; Templates</b></p> <ul style="list-style-type: none"> <li>STES P&amp;P – Enrolment &amp; Confirmation</li> <li>STES Pre-Enrolment Form &amp; LLN</li> </ul>



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**Responsibility**

CEO / Training Manager

**Key Performance Indicator:**

Achievement of the P&P will be measured through feedback received from staff and students which confirm the products and services, including training & assessment, are produced and delivered in a fair and equitable way.