

Access and equity

Introduction

This policy outlines YC Group's commitment to ensuring equal access to facilities and services, with reasonable and appropriate learning support where required.

Where the learner group consists of new entrants to the workforce or inexperienced workers they may require a longer timeframe than learners with significant industry experience, and YC Group aims to ensure that all learners are provided with equal opportunities to learn regardless of their study mode or location.

Applicability

When

- applies at all times.

Who

- applies to all YC Group employees, volunteers and students.

Definitions

Term	Description
Access	Availability of YC services to every person free from any discrimination.
Equity	Service delivery on the basis of fair treatment to all students/apprentices and trainees.

Supporting Policy Directives

YC Group responsibilities

In order to ensure that all students have the best possible outcomes, YC Group will:

- ensure all students have access to courses regardless of education, gender marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment or religious/philosophical/political affiliation
- encourage and assist all people with disadvantages to participate in programs and courses
 - though access for all disadvantaged people may be limited by financial resources and available facilities, special arrangements will be made where practicable
- offer student support sessions (either individual or in a group) where required
- offer numeracy and literacy support where required
- refer students to other relevant or specialist agencies if YC Group cannot meet their learning needs

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- provide additional support to apprentice/trainees attending external RTOs where required.

Employee responsibilities

All employees, trainers and the YC Group board of directors must:

- develop and implement training designed to meet the individual needs of each student
- promote a positive image of people with disabilities, indigenous or multicultural backgrounds, disadvantaged backgrounds and the general community of any age group
- provide a service which neither over-protects nor under-supports the student
- assist the student to develop and maintain skills which will enhance their independence and participation
- ensure skills and competency development takes place in real settings
- provide a service that is designed and administered so as to promote each student's competence and self-reliance
- develop a positive learning environment
- evaluate and monitor all courses and training
- respect and value the rights of the student
- encourage and assist staff to access training and develop expertise in the field
- develop sensitive and cooperative relationships with all stakeholders.

The executive team is responsible for ensuring equitable access to courses, and the RTO coordinator is the contact point for any issues regarding access and equity. YC Group welcomes any feedback in regards to this policy.

Reasonable adjustment

An adjustment is any measure or action required by a student (as a result of disadvantage) which assists them to participate on the same basis as other students, and is considered reasonable if it achieves this purpose while taking into account factors such as the student's disability & views and the costs, benefits and potential effects of the adjustment. In relation to this, YC Group must:

- ensure its services are as inclusive as possible and do not unreasonably prevent any clients from accessing their services
- make all reasonable adjustments for people with a disadvantage
- take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with a disadvantage.

Under section 22 of the *Disability Discrimination Act 1992*, it is unlawful for an education authority or provider to discriminate against a person or an associate of that person on the grounds of their disability.

Breach of this policy

Any breach of this policy may result in disciplinary action, up to and including termination of employment.