

Equity and Access Policy

Policy Number	1.2
Responsible Manager	Colin Frick
Date Approved	25/09/07
Approved by	Colin Frick
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Purpose

Improvement Foundation (Australia) [IFA] is committed to:

- providing equal opportunity and promoting inclusive practices and processes for all clients within the limits of its resources; and
- integrating the principles of access and equity in its policies and procedures for clients.

The purpose of this Equity and Access Policy is to provide:

- a set of principles which underpin the provision of training services by IFA; and
- a learning environment which is free from discrimination, harassment and victimisation.

Definitions

- **Staff**
A person who is an employee of IFA or a member of the IFA Management Board.
- **Participants**
Individuals who are enrolled, or have participated, in training conducted by IFA.

Policy

1. Participant recruitment and admission process

IFA ensures that the participant recruitment and admission process is bias-free and non-discriminatory.

- The recruitment and admission processes are the same for all applicants;
- Admission to a course or program is based solely on the applicant meeting published entry criteria and the availability of places; and
- Applicants are provided with adequate information to decide whether the course or program suits their needs.

2. Curriculum

IFA ensures the curriculum is inclusive of a range of participant needs.

- Issues relating to access and equity are considered when specifying the course entry requirements and prerequisites.
- Course design is flexible to provide recognition of current competency and assessment only pathways.
- The requirements of participants with disabilities are taken into account in course design.
- Learning documents and materials avoid non-inclusive and discriminatory language and examples.
- Language levels are consistent with the vocational level of the qualification.

3. Assessment process

The assessment process used by IFA is fair, valid, reliable and consistent.

- Assessment provides for the recognition of previously acquired skills and knowledge.
- All participants are provided with adequate information on course assessment, prior to enrolment in the course.
- Assessment takes into consideration the requirements of flexible delivery and learning strategies.
- Participants have the right to appeal an assessment or recognition decision.
- All participants are given an equal opportunity to demonstrate competence.
- Assessment is inclusive of all participants enrolled in the course.

4. Participant Support

IFA provides support to participants with special needs.

- Reasonable adjustment is provided to those with a disability or special need according to individual circumstances.
- Learning support is facilitated for those with basic literacy, numeracy or English language difficulties or other identified areas of learning difficulty.
- Special consideration may be granted if through misadventure (e.g. illness, bereavement or personal trauma) a participant is prevented from completing an assessment or sitting an examination; or believes that their performance in an assessment event has been affected by the incident.

5. Grievances

IFA ensures grievances are addressed in a fair and equitable manner.

- Individuals who believe they have been treated unfairly are encouraged to consult the course participant information.
- All grievances are promptly and thoroughly investigated in accordance with the Grievance and Appeals Policy.
- An appeals process forms part of the Grievance and Appeals Policy and is in place to resolve complaints about the assessment or recognition process.

Responsibilities

All staff members

All members of IFA have a responsibility to work individually and collectively to achieve a training environment in which equality of opportunity is fostered.

Chief Operating Officer

The Chief Operating Officer is the Improvement Foundation (Australia)'s designated Equal Opportunity Coordinator and is responsible for ensuring that the Improvement Foundation (Australia) operates in compliance with the legislation and with the terms of this Policy.

Legislation

The following legislation relates to this Policy:

Commonwealth

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Human Rights and Equal Opportunity Commission Act 1986
- Disability Discrimination Act 1992
- Equal Opportunity for Women in the Workplace Act 1999
- Age Discrimination Act 2004

South Australian

- Equal Opportunity Act 1984 - amended
- Racial Vilification Act 1996