



# Access and Equity Policy

## TABLE OF CONTENTS

1.	PURPOSE.....	3
2.	SCOPE.....	3
3.	POLICY STATEMENT .....	3
4.	RESPONSIBILITIES .....	3

## **1. PURPOSE**

- 1.1 This policy specifies Laneway Education's (the College) access and equity policy that guides the College's practices to ensure that all learners are able to enjoy full access to vocational education and training.

## **2. SCOPE**

- 2.1 This document applies to all staff and learners in the College.

## **3. POLICY STATEMENT**

### **3.1 The College:**

- 3.1.1 Ensures that its training and assessment services are responsive to the individual needs of learners whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes;
- 3.1.2 Ensures that training and assessment services are delivered in a non-discriminatory, open and respectful manner;
- 3.1.3 Ensures that staff are appropriately skilled in access and equity issues, including cultural awareness and sensitivity to the requirements of clients with special needs;
- 3.1.4 Ensures that the College facilities will provide reasonable access to learners of all levels of mobility, and physical and intellectual capacity within the limitations of the facilities currently available. Learners who have specific access requirements that cannot be met will be advised to identify another training provider that will meet their access requirements;
- 3.1.5 Conducts learner selection in a manner that includes and reflects the diverse client population;
- 3.1.6 Actively encourages the attendance of clients from traditionally disadvantaged groups, and specifically offers assistance to those most disadvantaged;
- 3.1.7 Provides culturally inclusive language, literacy and numeracy advice;
- 3.1.8 Provides assistance to clients in meeting their individual training goals;
- 3.1.9 Is accountable for its performance in adhering to the principles of this policy, and welcomes any and all feedback as part of its continuous improvement practices.
- 3.1.10 Staff and learners are required to comply with access and equity requirements at all times.

## **4. RESPONSIBILITIES**

- 4.1 The College implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

	CEO	Head of Growth	Head of Product	Administration and Enrolment Coordinator	Administration and Enrolment Team Members	Trainers and Assessors	Student Experience Team Members	Growth Team Members	Head of Compliance
R	X	X	X						
A	X								
S				X	X	X	X	X	
C									X
I									

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

Policy and Procedure Contact Person	Dan Wortley
Contact Details	dan@laneway.edu.au

Revision History			
Date	Version	Description of Modifications	Approved By
12/06/2017	1.0	Original	Dan Wortley
14/06/2017	1.1	Document style and content edits	Dan Wortley
25/07/2017	1.2	Minor formatting changes	Dan Wortley
30/09/2017	1.3	Minor content edits	Dan Wortley
14/03/2019	2.0	Change to company name	Dan Wortley
30/05/2019	2.1	Minor document style and content edits	Stuart Hicks