

This document contains the policy issued by RTT ACADEMY for use in delivering compliant training and assessment services.

## 1 PURPOSE

To ensure that learning programs and pathways where program design, course content, training facilities and all aspects of the training and assessment process are available in a way that allows equality of educational opportunity to all participants.

## 2 SCOPE

The Access and Equity Policy applies to all students enrolled at RTT ACADEMY and include all State and Nationally accredited qualifications.

## 3 RESPONSIBILITIES

All RTO staff.

## 4 REFERENCE

### 4.1 Standards for Registered Training Organisations (RTOs) 2015

Standard 1.7 The RTO determines the support needs of the 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 the training packages or VET accredited courses.

## 5 POLICY

### 5.1 Participant Selection

RTT ACADEMY recruits, selects and enrolls participants in an ethical and responsible manner. Offers of course enrolment are based on an assessment of the extent to which the qualifications, proficiency and aspirations of the applicant are matched by the training opportunity offered.

### 5.2 Access and Equity

RTT ACADEMY is firmly committed to creating an education and training environment that is free from all forms of discrimination and harassment to ensure everyone has the opportunity to successfully gain skills knowledge and experience throughout their training. We aim to provide learning programs and pathways where program design, course content, training facilities and all aspects of the training and assessment process are available in a way that allows equality of educational opportunity to all participants.

All participants and potential participants are granted fair and equal access regardless of characteristics such as their gender, sexuality, race, nationality, ethnic background, age, marital status, religion, pregnancy, political convictions, physical disability, intellectual impairment, language skills, literacy or numeracy level, employment status, imprisonment, or location.

Course participants must also abide by these principals or face disciplinary action as described in the Disciplinary Policy and Procedure.

RTT ACADEMY acknowledges our legal obligations under State and Federal legislation. The legislation includes but is not limited to the following:

Federal Legislation:

- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986) (Cth)
- Disability Discrimination Act 1992 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)

- Work Place Gender Equality Act 2012 (Cth)
- Fair Work Act 2009 (Cth)

State Legislation:

- Australian Capital Territory Discrimination Act 1991 (ACT)
- New South Wales Anti-Discrimination Act 1977 (NSW)
- Northern Territory Anti-Discrimination Act 1996 (NT)
- Queensland Anti-Discrimination Act 1991 (QLD)
- South Australia Equal Opportunity Act 1984 (SA)
- Tasmania Anti-Discrimination Act 1998 (TAS)
- Victoria Equal Opportunity Act 1995 (VIC)
- Western Australia Equal Opportunity Act 1984 (WA)

These and other Acts can be found on the government website at <http://www.comlaw.gov.au/>

## 5.3 Entry Requirements

In some circumstances entry into a course of study requires that an applicant be academically ready, hold the pre-requisite skills and physically able to perform functions in the workplace. Should this be the case, the applicant will be informed in the course information and at enrolment where he or she will have the opportunity to confirm that they have the requirements for entry into the course.

### 5.3.1 Eligibility criteria for an Apprentice or Trainee funded place

Ultimately assessment is up to the Australian Apprenticeship Centre (AAC), however RTT ACADEMY may be able to use the following points as a guide (only) to assist employers to decide if contacting the AAC is worthwhile.

1. The applicant must be working for less than 3 months (permanent) full time or less than 12 months part time (includes casual employee, to be employed as a part time employee) with the current employer?
2. The applicant must meet citizenship/residency requirements (as outlined in 2.2.1)
3. Is the applicant must be currently working in the field they wish to study under a traineeship
4. If the applicant has a cert III or higher in any other industry they may not be eligible
5. If the applicant has previously worked as a registered apprentice or trainee they may not be eligible
6. If the applicant is currently undertaking any other traineeship or qualification this may affect their eligibility
7. If the applicant ever received funding for the completion of a qualification eg. Through the Job Network, traineeship/apprenticeship or other type of funded in the past 7 years this may affect their eligibility  
If the applicant has a business relationship with the employer eg. Partner, director, trustee, franchisee or significant shareholder this may affect their eligibility for a traineeship