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NATIONAL TRAINING PTY. LTD.



GOVERNANCE



**National
Training**

ACCESS AND EQUITY

POLICY
AND
PROCEDURE

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Policy Statement

National Training (NT) is committed to providing inclusive, accessible and equitable education and training environments for all learners and staff, in accordance with the principles of social justice, human rights and the Outcome Standards for RTOs 2025. NT embraces diversity and actively supports individuals from disadvantaged or underrepresented backgrounds to achieve their learning goals.

This includes people who may experience barriers to participation, such as those from Aboriginal or Torres Strait Islander communities, culturally and linguistically diverse backgrounds, people with disability, mature-aged learners, women in non-traditional fields, people from rural or remote areas and individuals facing social or economic disadvantage.

NT ensures that no student or staff member is discriminated against on the basis of age, race, gender, marital status, disability, sexual orientation, religious or political beliefs or other protected attributes. All training, assessment and support services are designed and delivered in a way that promotes fairness, respects individual dignity and complies with relevant Commonwealth and State legislation.

Access and equity principles are embedded in every aspect of NT's operations — from enrolment and course design to assessment, complaints handling and continuous improvement.

Purpose

This policy establishes National Training's commitment to access and equity across all operations. It provides a framework to ensure that every student and staff member is treated fairly and given the opportunity to reach their full potential, regardless of background or personal circumstances.

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The policy supports the elimination of discrimination, harassment and systemic barriers in training delivery, assessment, support services and organisational decision-making. It ensures that all individuals have equal access to training and employment opportunities in a safe, respectful and inclusive environment.

Scope

This policy applies to all prospective and enrolled students, staff, contractors, trainers, assessors and third-party providers engaged by National Training. It applies to all modes of delivery, course offerings, recruitment, assessment activities and organisational systems.

It covers:

- Student selection and enrolment
- Learning support and reasonable adjustments
- Assessment practices and resource access
- Complaint and grievance processes
- Staff conduct and workplace behaviour

Responsibilities

Chief Executive Officer (CEO)

- Ensures organisational compliance with anti-discrimination laws, the Outcome Standards for RTOs 2025 and access and equity principles
- Oversees the implementation of this policy across all operations
- Responds to any escalated complaints or breaches of access and equity
- Ensures adequate resourcing for support services and reasonable adjustment where required

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Senior Trainer (ST)

- Designs and adjusts training and assessment strategies to accommodate diverse learner needs
- Ensures equitable delivery and assessment for all students, including those requiring reasonable adjustment
- Identifies potential barriers to participation and proactively works to remove them

Senior RTO Services Officer (SRSO)

- Provides first-line assistance to students requiring learning support, adjustments or accessibility arrangements
- Maintains records of declared needs and adjustments made
- Refers complex access and equity matters to the CEO where necessary

All Staff and Contractors

- Must uphold the principles of access and equity in all interactions with students and colleagues
- Are required to report any behaviour or decision that may constitute discrimination or unfair treatment
- Participate in professional development relating to diversity, equity and inclusive practices where offered

Procedure

This procedure outlines how National Training applies access and equity principles across its operations. It ensures inclusive practices are embedded from enrolment through to course completion and that any barriers to participation are identified and addressed promptly.

1. Enrolment and Selection

National Training ensures that all students are selected based on merit and eligibility, not on personal characteristics or background.

- Entry requirements are clearly stated and accessible to all applicants
- Students with support needs are encouraged to disclose this during enrolment
- No student is refused enrolment based on race, gender, disability, age, religion, sexual orientation or other protected attributes
- Senior RTO Services Officer flags any declared needs for follow-up action before training commences

2. Learning Support and Reasonable Adjustment

Students who face barriers to learning are supported through targeted adjustments to ensure equal opportunity.

- Trainers assess learning needs through enrolment data, early interactions and ongoing observation
- Adjustments are made to training or assessment where needed (e.g. extended time, alternative formats, assistive technology)
- Adjustments must not compromise the integrity or required outcomes of the training product
- All support arrangements are documented and reviewed periodically for effectiveness

3. Course Delivery and Assessment

National Training designs and delivers its training to be inclusive and accessible to all learners.

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- Materials and delivery methods are reviewed for readability, cultural sensitivity and accessibility
- Language, literacy and numeracy support is available where appropriate
- Assessment tasks allow for flexible approaches where justified
- Unfair disadvantage is actively avoided in scheduling, task types and feedback

4. Complaints and Grievances

Students and staff can raise concerns if they believe access and equity principles have not been upheld.

- Concerns are encouraged to be raised early with the relevant trainer or support staff
- Formal complaints are handled under NT's Complaints and Appeals Policy & Procedure
- The CEO investigates all complaints involving potential discrimination, harassment or unfair treatment
- Outcomes are documented and corrective actions implemented where required

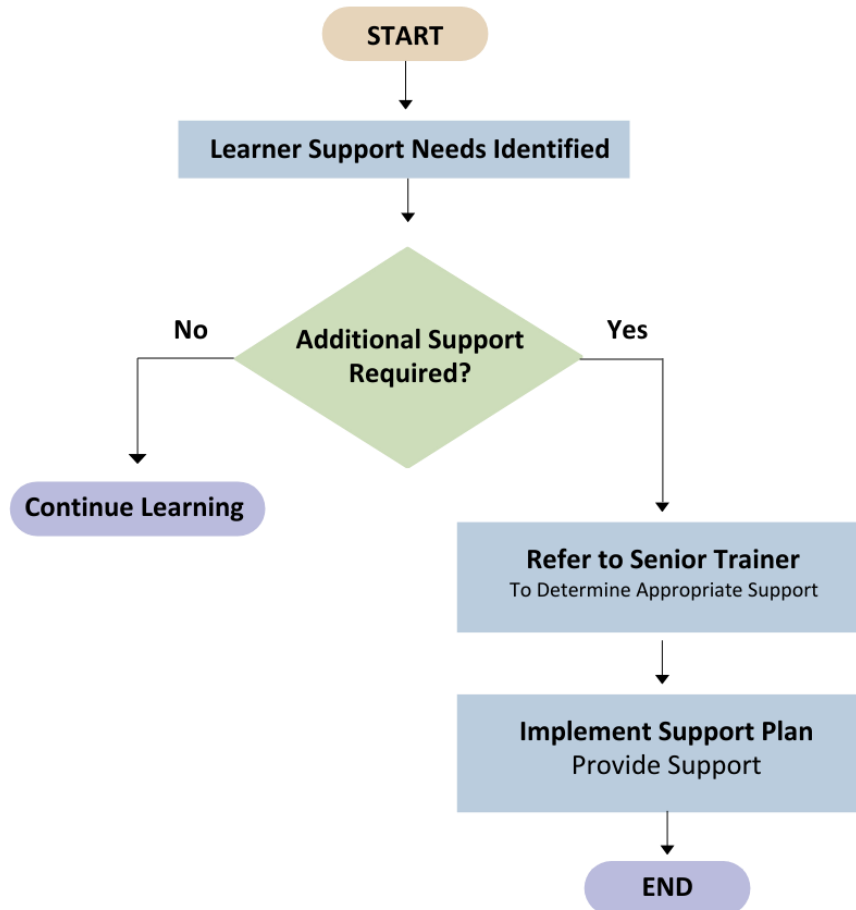
5. Monitoring and Continuous Improvement

National Training evaluates its access and equity practices as part of its continuous improvement cycle.

- Feedback from students and staff is collected and reviewed regularly
- Trends or recurring issues are documented and addressed through policy or system changes
- Annual reviews of this policy are conducted to reflect changes in legislation, standards and best practice

PROCEDURE FLOWCHART

ACCESS AND EQUITY FLOWCHART



Definitions

- **Access** – The right or opportunity to participate in education and training regardless of personal characteristics or background.
- **Equity** – The provision of support and adjustments to ensure fair outcomes and equal opportunity for individuals facing disadvantage or barriers.
- **Reasonable Adjustment** – A modification or support provided to a student with a disability or specific need to ensure equal participation in training and assessment without compromising competency outcomes.
- **Disadvantaged Group** – Individuals who may experience social, economic or cultural barriers to participation, such as Aboriginal or Torres Strait Islander peoples, people with disability, culturally and linguistically diverse individuals or those from remote areas.
- **Discrimination** – Treating a person or group unfairly or less favourably based on attributes such as age, gender, race, disability, sexual orientation, religion or other protected characteristics.
- **Inclusive Practice** – Teaching and organisational approaches that recognise and value diversity and enable all learners to succeed.
- **Complaint** – A formal expression of dissatisfaction by a student or staff member in relation to access, equity, discrimination or unfair treatment.

Document History

Revision	Date	Description of modifications
1.0	1 st July 2025	Original Implemented to align to 2025 RTO Outcome Standards Replacing <i>Access and Equity Policy</i>

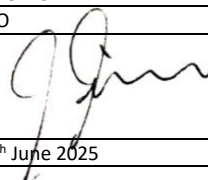
Document Details

Document Name:	Access and Equity Policy & Procedure
Policy Code:	G8
Department:	Governance
Circulation:	All Staff
Location:	Dropbox & Website
Review Cycle:	This policy is reviewed annually to ensure alignment with evolving regulatory requirements and NT's business structure.
Policy Drivers:	Outcome Standards for RTOs 2025: • Standard 2.5: Supports the diversity of VET Students Commonwealth Disability Discrimination Act 1992 Commonwealth Racial Discrimination Act 1975 Commonwealth Sex Discrimination Act 1984 Australian Human Rights Commission Act 1986 Equal Opportunity legislation (relevant to each state/territory)

Related Policy and Procedures:

- G1 – Corporate Governance
- G15 – Records and Document Management Policy & Procedure
- A2 – Student Support and LLN Policy & Procedure
- T3 – Training Delivery and Engagement Policy & Procedure

Approval

Document Approved by:	Ian Oliver
Position	CEO
Signature	
Date	30 th June 2025