

Access and Equity Policy

Document Owner	Chief Executive Officer		
Responsible Officer	RTO Manager		
Last Update	24/01/2025		
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Related Documents	<i>Training and Assessment Strategy Development Policy</i> <i>Reasonable Adjustment Policy</i> <i>Assessment Policy</i> <i>Discrimination, Bullying, and Harassment Prevention Policy</i> <i>Information for Students with Disabilities and Special Needs</i> <i>Privacy Policy</i> <i>Work Health and Safety Policy</i>		
Version	Authorised by	Approved	Effective Date
1.0	Chief Executive Officer	30/01/2025	3/02/2025

1. Context

Australian law requires education providers to ensure that all working and teaching practices are fair, equitable, and non-discriminatory. This policy acknowledges and aims to implement the laws that make discrimination in employment, education, and the provision of goods and services unlawful.

This policy supports Barrington Training Services (BTS) in its commitment to providing a supportive learning and professional environment where all individuals with disabilities can learn and work on equal footing with other students and staff.

BTS is committed to providing all students with equitable opportunities to pursue their training and development. Barringtons prohibits discrimination towards any group or individuals in any form, inclusive of:

- Gender
- Pregnancy
- Race, colour, nationality, ethnic or ethnoreligious background
- Marital status
- Physical/intellectual/psychiatric disability
- Homosexuality
- Age (other than that we offer programs for school participants)

2. Definitions

Refer to the *Explanation of Terms* document.

3. Scope

This Policy applies to BTS students and staff, including affiliates.

Barrington Training Services Pty Ltd trading as Be Trained by Barringtons.

RTO code: 91397 **ABN:** 66 102 353 622

Address: Suite 1, 4 Columbia Court, NORWEST, NSW, 1765, Australia

Phone: 02 9899 0600 **Email:** enquiries@barringtons.com.au **Website:** www.barringtons.com.au

4. Principles

The key principles informing this Policy are:

- elimination of direct and indirect disability discrimination at work and in education, as far as possible;
- equality in learning and opportunity for persons with disabilities, as far as practicable;
- accessible and transparent processes for seeking adjustments;
- promotion of recognition and acceptance of equality of rights for persons with disabilities; and
- procedural fairness in making decisions that could affect students' or staff's interests.

5. Policy details

- a) BTS is committed to promoting a working and learning environment free from discrimination, harassment, bigotry, prejudice, racism, and offensive behaviour for all staff and students. BTS aims to ensure that it is responsive to the individual needs of its staff and students.
- b) BTS supports the principles of equal and fair access to educational opportunities and strives to provide students and staff with the opportunity to achieve their potential.
- c) Disadvantaged groups may include the following:
 - People with a disability. BARRINGTONS comply with the **Disability Standards for Education** found at: <https://education.gov.au/disability-standards-education>
 - Aboriginals and Torres Strait Islanders
 - People from non-English speaking backgrounds
 - People in rural and remote areas
 - Long term unemployed
- d) BTS consists of staff and students from a diverse range of cultural backgrounds. Notwithstanding this, BTS is committed to increasing access for people from other groups such as:
 - Aboriginal and Torres Strait Islanders;
 - South Sea Islanders; and
 - people with disabilities.
- e) BTS endeavours to ensure that:
 - an environment of support and care for staff and students is provided;
 - cultural understanding and sensitivity inform the teaching and support of the staff and students;
 - students will receive equitable access to resources, facilities, equipment, and training and assessment opportunities to ensure the best potential outcomes for success, no matter where or how they are studying;

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- access and equity needs are considered in all stages of the education process including course design, enrolment, during study, acute moments when students are faced with difficulties, and on completion;
 - there is early identification of students at risk of discrimination and support is provided for such students;
 - practices are non-discriminatory and address the needs of all groups;
 - all education processes are inclusive and value students from diverse backgrounds;
 - all policies and procedures are non-discriminatory and inclusive; and
 - staff and students are provided with information about access and equity issues and this Policy.
- f) Supervision, audit, and reporting mechanisms are implemented to ensure compliance with this Policy.

5.1. Admission, recruitment, and reasonable adjustments

- a) BTS makes all decisions about student admission and staff recruitment and promotion on the basis that **reasonable adjustments** will be made where necessary and possible so that the student or staff member with a disability or learning impairment is provided with opportunities and choices that are comparable with those available to those without disabilities.
- b) Entry/admission requirements to courses will be clearly outlined in all Training and Assessment Strategies, all marketing material, and the website, allowing all parties to be well-informed in the course selection process.
- c) BTS Staff are trained and maintain the required skills, to assist student enquiries about successfully studying within the RTO if they have physical or academic needs, and to interact with students in ways that do not discriminate against people with disabilities.
- d) Admission requirements may include various criteria, such as material, academic, physiological, and psychological factors that are necessary for enrolling students. The enrolment process and the capacity of the RTO to support a student's enrolment depend on whether the student meets these prerequisite requirements.
- e) Based on the criteria levels established for enrolment in each course, a range of educational and support services will be provided by BTS to cater for the needs of students and to support their ongoing training.
- f) Students and staff members with a disability or learning impairment are encouraged to disclose the nature and extent of their disability to BTS before commencement to make reasonable adjustments. Supporting documentation of the disability and associate advice must be provided by a registered treating medical practitioner, registered health practitioner, or approved specialist, depending on the nature of the condition.

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- g) At enrolment there is an opportunity for students to seek assistance with language, literacy, numeracy, and digital skills, so that specific learning support may be provided. BTS endeavours to apply alternative Training and Assessment Strategies to assist students with special needs. The RTO endeavours to meet students' physical needs where possible. Students with specific physical or academic needs are invited to contact BTS before applying.
- h) A person may be excluded under this policy if they are unable to meet work health and safety standards or if their ability to participate poses risks to the safety of themselves or others.
- i) Reasonable adjustments may be offered for those requiring aids, technology, extra time, alternate course material formats, assessment methods, etc. Reasonable adjustments are individual and can vary in nature and will be negotiated on a case-by-case basis.
- j) BTS decides on reasonable adjustments in consultation with the students or staff members with a disability, considering their needs and responsibilities, and balancing the interests of all parties affected.
- k) Students and staff members with a permanent or long-lasting disability are encouraged to discuss the development of an Individual Disability Access Plan with BTS which will enable appropriate coordination of resources to satisfy the person's education or professional requirements.

6. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant Code of Conduct and Misconduct Procedure.

7. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant Complaints and Appeals Policy, which can be accessed from the BTS website.

Students or staff members who feel have been treated unfairly under this Policy may complain to the Anti-Discrimination Board of NSW, the Australian Human Rights Commission, or Fair Work Australia (for staff members only).

8. References

Disability Discrimination Act 1992 (Cth)

Disability Standards for Education 2005 plus Guidance Notes (Cth)

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Document History:

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This document is UNCONTROLLED once printed.