

POL - Access and Equity

Purpose

The purpose of this policy is to outline Flexible Business Learning's (FBLearning) intention to ensure that all students, staff and contractors are treated equitably while enrolling, working and/or studying with FBLearning.

Scope

This policy covers all students, staff and contractors of FBLearning while they are participating in activities conducted by, or on behalf of, FBLearning.

Responsibility

The implementation of this policy is the responsibility of all staff, contractors and students of FBLearning. It is the responsibility of each individual to ensure that they interact with other participants in accordance with this policy.

It is the responsibility of the Training Manager to resolve any issues that arise in relation to this policy, and adherence to this policy, are resolved equitably.

Policy

FBLearning is dedicated to providing a working and learning environment that is free of discrimination, that provides fair opportunities to all students, which eliminates as far as possible any potential to unfairly discriminate against its students, and which demands that all persons involved in delivering or participating in training and assessment at FBLearning demonstrate appropriate professional, respectful behaviour to their fellow participants at all times. FBLearning will ensure that all relevant access and equity principles, legislation and regulatory requirements are adhered to in the delivery of this service.

Discrimination, bullying or harassment of any kind will not be tolerated and, as a breach of the *FBLearning Code of Conduct*, any incidents of such discrimination are treated seriously and corrective action will be implemented.

FBLearning and its staff and contractors are committed to providing a quality service to all participants and, where necessary, will provide additional assistance that is reasonably within the company's power to allow all students to achieve their desired learning outcomes. Where it is not practicable for FBLearning to provide additional assistance, our staff will assist the student to source the support they require with an external provider.

FBLearning is dedicated to ensuring that all students are provided with learning and assessment resources that meet their individual needs. Assessments will be adapted within the parameters of the VET Quality Framework where required to ensure all students are provided with an equal opportunity for achieving competence. Where students have

indicated that they may require additional support during enrolment, FBLearning staff will develop a strategy to ensure they are given access to the resources they need.

In the event that a student wishes to make a complaint or an appeal, FBLearning has processes in place to effectively address these requests in a timely manner. Students will be made aware of their rights and obligations, including their responsibility for the implementation of this policy, through their induction and/or the FBLearning Student Handbook.

Definitions

Participant: All staff, contractors and students who participate in activities that are conducted by, or on behalf of, Flexible Business Learning.

Related Documents

The Anti Discrimination Act 1977

The Anti Discrimination Regulation 2009

WAI - Website Accessibility Initiative - www.w3.org/WAI

POL - Code of Conduct

PRO - Corrective Action

PRO - Enrolment a Student

PRO - Resource Development / Amendment

RES - Enrolment Form

RES - Training Plan Template

RES - FBLearning Student Handbook

Original Issue: 01.06.2013

Current Version: 25.07.2019

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