

Policy / Procedure Number

Access and Equity Policy & Procedure

1. Policy

In line with obligations under Victorian and Commonwealth legislation, Skilled Up is committed to promoting a fair and equitable environment for staff and clients that is free from discrimination, harassment and vilification.

This policy applies to all current and prospective Skilled Up staff and students and should be read in conjunction with the 'Complaints and Appeals Policy & Procedure.'

2. Procedure

2.1 Skilled Up staff will adhere to the principles and practices of equity in education and training.

3 Skilled Up acknowledges its legal obligations under State and Federal equal opportunity laws that include:

- The Racial and Religious Tolerance Act 2001 (Cth)
- The Sex Discrimination Act 1984 (Cth)
- The Disability Discrimination Act 1992 (Cth)
- The Equal Opportunity Act 1995 (Vic)
- The Privacy Act 2000(Cth)

3.1 Training services are available to all clients regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

3.2 Sexual harassment is illegal, and will not be permitted in the workplace, or in the training environment.

3.3 Skilled Up will treat every client fairly and without discrimination.

3.4 Grievance procedures are in place to ensure that any concerns are dealt with immediately and appropriately. (Refer to the Complaints and Appeals Policy & Procedure).

3.5 Where possible, a range of support services or appropriate referrals will be provided to participants with special needs. In consultation with student and relevant stakeholders, adjustments to training delivery, assessment and program-related equipment in line with legal and organisational policies and procedures.

3.6 Staff responsibilities

All employees are required to ensure all clients receive fair and equitable services within their scope of responsibility. All staff hold the responsibility to maintain a work and study environment free from discrimination and harassment.

Management is responsible for ensuring adherence to Skilled Up's policies and procedures that support this goal.

3.7 Client selection

Clients will not be denied access to services offered by Skilled Up where they are deemed eligible for the service. Clients will be individually assessed on their eligibility for the service being provided, following the 'SU Enrolment Process Policy and Procedure' and using the 'SU Student Enrolment Form' and selection will comply with relevant equal opportunity legislation and the selection criteria for the service.

Whilst practising an open access policy, it is recognised that client eligibility for services may be influenced by:

- Government funding/contract requirements
- Course pre-requisites, and
- Availability of services.

Where limited places are available, client selection is on a first in, first served basis.