
ACCESS & EQUITY IN TRAINING SERVICES

Policy Statement:

Beltin Group is committed to providing fair and just services to all in our community. In accordance with this principle and Standard of the AQTF, Beltin Group staff will develop processes and procedures that provide non-discriminatory training opportunities for all members of the community.

Requirements:

1. In accordance with the Access & Equity Policy, participation rates in courses should reflect the demographics of the local community.
2. Any promotional material used to advertise Training and Assessment Services must use appropriate language to encourage equitable access.
3. Student selection procedures for all training activities must be based on the pre-requisites identified in the respective Training Package or accredited course and follow EEO principles.
4. Identify literacy and numeracy needs of participants and provide support as required.
5. A Learning Agreement must be developed collaboratively between the trainer and each participant to clearly identify the competencies, the delivery style and assessment tasks to be achieved. If support is required to meet the literacy or numeracy needs of a participant this should be indicated on the agreement.
6. Provide access to staff development opportunities to assist staff in the delivery of training and assessment services to under-represented groups.
7. Provide reasonable adjustment measures to the delivery of training and assessment services to meet the special needs of clients.

Responsibility:

Chief Executive Officer.

Date of Implementation:

28 June 2007

Date of Review:

20 January 2008

Related Procedures:

Recruitment and Induction