

Access & Equity Policy

In accordance with Australian Discrimination Legislation and the NVR Standards for RTO's 2015 *Fluid First Aid* ensures that employment conditions, course entry requirements, assessments and learning content do not limit access on the basis of age, race, religion, socio-economic status, gender, colour, sexual preference, physical or mental disability, marital status, family or carer responsibilities, pregnancy, political opinion, national extraction or social origin.

Procedure

Fluid First Aid ensures that staff or learners are not subject to discrimination by implementing the following Policies:

- **Staff and Learners are made aware of the Access and Equity Policy by:**
 - Including it in Staff Inductions
 - Including it in the Staff Handbook
 - Including it in the Learner Handbook.
- Course entry requirements are included in Pre-enrolment Information.
- Ensuring any specific needs are identified through the enrolment process and special arrangements made wherever practicable.
- Ensuring Trainers and Assessors are aware of their responsibility to implement the principles of Access and Equity.
- Making reasonable adjustment to training and assessment where required and as practicable.
- Developing Learning and Assessment Strategies to meet the identified needs of learner groups and individuals.
- Monitoring the professional development needs of staff to ensure knowledge and skills with regard to Access and Equity are relevant and current.
- Immediately dealing with any complaints relating to Access and Equity issues in the manner outlined in the Complaints and Appeals Process.
- Ensuring learners are aware of any additional support services that may facilitate their satisfactory completion of the training and assessment.