



# ACCESS AND EQUITY POLICY & PROCEDURE

**Important Note:** In this document any reference to “Spectra Training Australia”, “Spectra Training”, “Spectra”, “CLB” or “Spectra / CLB” is a reference to CLB Training & Development Pty Ltd (A.C.N. 105 177 044 ) as trustee for the CLB Unit Trust (A.B.N. 82 443 695 367) trading as “Spectra Training” (TOID 21356).

## 1. Policy

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Spectra shall ensure that its services provide access to and equity for all participants and potential participants and that Spectra’s policies and procedures are fair and do not discriminate against any person as required by legislation.

Where Spectra cannot meet individual participant’s needs and believes it cannot offer participants the best service possible, it will refer them to another training provider.

## 2. Related Standards

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2.1 SNR 16

## 3. Purpose

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3.1 This policy has been developed to ensure that Spectra complies with the principles of access and equity, and ensures that Spectra employees have appropriate guidelines to follow.

## 4. Responsibility

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4.1 All employees of Spectra Training.

4.2 The CEO is responsible for compliance and implementation with this policy.

## 5. Definitions

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5.1 Access – appropriate access to training programs and related services

Equity – ensuring that services offered take into account the varying needs of participants

## 6. Guidelines

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RTOs must comply with the following Commonwealth anti-discrimination legislation:

- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Human Rights and Equal Opportunity Act 1986
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Age Discrimination Act 2004.

In Addition to this, the following State legislation must be adhered to;

- Anti-Discrimination Act 1991 (QLD)
- Anti-Discrimination Act 1977 (NSW)
- Equal Opportunity Act 2010 (VIC)
- Racial and Religious Tolerance Act 2001 (VIC)
- Equal Opportunity Act 1984 (SA)
- Equal Opportunity Act 1984 (WA)
- Anti-Discrimination Act 1998 (TAS)
- Discrimination Act 1997 (ACT)
- Anti-Discrimination Act 1992 (NT)

## 7. Procedures

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No procedures are directly attached to this policy, however all policies and procedures are subject to compliance with this policy.

See also

- Complaints and appeals policy
- Policy development policy
- Spectra Staff Induction procedures
- Training and assessment policy
- Student recruitment, selection and induction

## 8. Associated Work Instructions

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Not applicable

## 9. Related Documents

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AR001\_S Records Management Policy & Procedure

GR001\_S Fees, Credits & Refund Policy & Procedure

GR004 Participant Withdrawal Policy & Procedure

MR001\_S Marketing Policies & Procedures

PR001 EEO and Workplace Behaviour Policy & Procedures

## 10. Authority

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10.1 CEO

## 11. Review

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11.1 12 months from release or as required

## 12. Amendment Schedule

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12.1 This table detailing any changes made to the policy between review dates.

<b>Date</b>	<b>Modification</b>	<b>Detail</b>	<b>By</b>
05/01/2017	Update	Update to reflect current position titles	General Manager – Educational Support