

ACCESS AND EQUITY POLICY AND PROCEDURE



Date of Implementation: 30 June 2025

Authorisation: Chief Executive Officer

POLICY

PURPOSE

Lead Institute is committed to providing all students with equitable opportunities to pursue their training and development. This policy and procedure are to be used by Lead Institute to integrate access and equity principles into all training and assessment activities it conducts or is conducted on its behalf.

SCOPE

This policy covers all Lead Institute policies and procedures and all training function activities.

DEFINITIONS

Access and Equity principles include:

- Equity for all people through the fair and appropriate allocation of resources
- Equality of access for all people to appropriate quality training and assessment services
- Increased opportunity for people to participate in training

Disadvantaged groups may include the following groups who traditionally have been under-represented in Vocational Education and Training (VET):

- People with a disability
- Aboriginals and Torres Strait Islanders
- Women
- People from non-English speaking backgrounds
- People in rural and remote areas
- Long term unemployed

Discrimination can be direct, indirect or systemic.

DIRECT DISCRIMINATION

Direct discrimination is any action which specifically excludes a person or group of people from a benefit or opportunity or significantly reduces their chances of obtaining it. An action that is based on irrelevant reasons or circumstances such as personal characteristics (e.g. gender, ethnic origin, sexual orientation) is direct discrimination.

INDIRECT DISCRIMINATION

Sometimes the rules, practices and decisions made by a person or organisation treat people the same (in a way that disadvantages some). By treating everyone exactly the same means that those who may need individual assistance are not being supported. Therefore, because they will have their chances of opportunity or success significantly reduced, they are being indirectly discriminated against.

SYSTEMIC DISCRIMINATION

Systematic discrimination occurs when certain groups (because of a group they are in) are disadvantaged because of the way the rules, practices and decisions are implemented. This means that other groups (because of the group they are in) receive the advantages of the ways the rules and decisions are implemented. Direct and indirect discrimination contribute to systemic discrimination.

Equity focuses on outcomes. Equity is not concerned with treating people in the same way; it is concerned with ensuring that all groups of people participate, have the opportunity to reach their potential, make choices and receive responsive and appropriate products and services, and therefore benefit to the same level.

LEGISLATION INCLUDES

- Disability Standards for Education 2005
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Hatred Act 1995
- Disability Services Act 2006

Sexual harassment is defined by the Commonwealth Sexual Discrimination Act 1984, as when a person:

- makes an unwelcome sexual advance or an unwelcome request for sexual favours;
- engages in unwelcome conduct of a sexual nature, and a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated.

POLICY

1. The aim of the policy is to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.
2. All students will receive fair and equitable treatment in all aspects of training and any employment opportunities without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.
3. Students will receive equitable access to resources, facilities, equipment and training and assessment opportunities to ensure the best potential outcomes for success, no matter where or how they are studying.
4. Entry/Suitability and Application requirements to courses will be clearly outlined in all Training and Assessment Strategies and in all marketing material, allowing all parties to be well informed in the course selection process.
5. Suitability/Application requirements may include material, academic, physiological, and psychological requirements considered to be pre-requisite for enrolling candidates. The enrolment process and the ability of the RTO to support the enrolment of a student is determined based on the student meeting these pre-requisite requirements.
6. Based on the criteria levels established for enrolment in each course, a range of educational and support services will be provided by the RTO to cater for the needs of students and to support their ongoing training. Lead Institute Student and Partner Support Services Directory is publicly available on our website.
7. Allowable reasonable adjustment may be offered for those requiring aids, technology, extra time, alternative assessment methods etc.
8. A person may be excluded under this policy if they are unable to meet occupational health and safety standards or if their ability to participate poses risks to safety to themselves or others

9. All trainers/assessors are responsible to adhere to and be advocates for the policy.
10. This policy will be widely disseminated in the organisation, including to students in the Student Handbook and publicly available on the website.
11. Lead Institute has a published Complaints and Appeals Policy and Procedure which provides students and others with avenues to make a complaint or to appeal a decision (including assessment decisions).
12. Lead Institute's policies and procedures will be monitored and reviewed to ensure that they continue to recognise and incorporate the rights of individuals.
13. Lead Institute's Operations and Quality Assurance Manager will be the person responsible for the implementation and maintenance of the policy.

PUBLICATION

This policy is available through publication on the website, www.leadinstitute.edu.au and in summary within the Student Handbook.

RELATED DOCUMENTS

SUPPORTING DOCUMENT Student Handbook

ASSOCIATED POLICIES AND PROCEDURES

POLICY AND PROCEDURE Complaints and Appeals

POLICY AND PROCEDURE Reasonable Adjustment

POLICY AND PROCEDURE Student Application and Enrolment

RESPONSIBLE OFFICER

The responsible officer for the implementation and training for this Policy and Procedure is the Chief Executive Officer and Operations and Quality Assurance Manager.

AMENDMENTS

VERSION HISTORY		
Version	Date	Descriptor
V1.0	28 June 2023	Newly developed policy
V2.0	30 June 2025	Annual review conducted. Included reference to Disability Standards for Education 2005

Authorised by

Title: Operations and Quality Assurance Manager

Date: Authorised: 30 June 2025

