

# Access and Equity Policy & Procedure

---

## 1. Purpose

The purpose of this policy is to ensure that Skill Hire provides inclusive, equitable, and supportive learning environments that promote student success and wellbeing. Skill Hire is committed to removing barriers, offering tailored support, and fostering a culture of respect and inclusivity for all students, regardless of their background or diversity.

## 2. Compliance

This procedure relates to the following:

**2025 Standards for RTOs:** Standard 2.4 (Reasonable adjustments), Standard 2.5 (Diversity and inclusion), and Standard 2.2 (Suitability advice).

**Legislative Requirements:** *Disability Discrimination Act 1992, Disability Standards for Education 2005, Age Discrimination Act 2004, Racial Discrimination Act 1975, and Sex Discrimination Act 1984.*

**National Principles for Child Safe Organisations:** Specifically upholding equity and respecting diverse needs in policy and practice.

## 3. Scope

This policy applies to all prospective and actual students enrolled at Skill Hire and covers all services, including access to training, assessment, support services, and welfare provisions. It also applies to all personnel, contractors, and third parties involved in service delivery on behalf of Skill Hire.

## 4. Definitions

- **Access and Equity:** Policies and approaches aimed at ensuring that VET is responsive to the individual needs of all students, including those whose age, gender, cultural background, disability, sexuality, language, or location may present a barrier to access.
- **Disability:** Includes total or partial loss of bodily functions, presence of organisms causing disease, or physical disfigurement.
- **Reasonable Adjustment:** A measure or action taken to assist a student with a disability to participate in a course on the same basis as a student without a disability, unless it imposes **unjustifiable hardship** on the organisation.

## 5. Policy Principles

### Inclusive Learning and Diversity:

- Skill Hire fosters a learning environment that promotes and supports student diversity.
- The organisation provides a **culturally safe learning environment** for First Nations people by acknowledging their unique experiences and addressing systemic barriers.
- Staff are trained to use **child-centred, respectful communication** and to support neurodiverse students and those with disabilities.

## Equal Opportunity:

- Skill Hire is an equal opportunity company and does not discriminate against or favour target groups unless prescribed by funding contracts.
- Target groups include Indigenous Australians, people with a disability, CALD groups, women, LGBTIQ+ individuals, and those from regionally isolated communities.

## Reasonable Adjustment:

- Assessors make modifications to the learning environment or assessment method to ensure students with disability or ongoing ill health can participate on an equal basis.
- Adjustments must balance the interests of all parties and must **not compromise the integrity of the training product**.
- Students are encouraged to disclose disability early to ensure adjustments are implemented in a timely way.

## 6. Procedure

### Step 1: Pre-enrolment Review

Skill Hire reviews the skills and competencies of prospective students prior to enrolment, including LLND (Language, Literacy, Numeracy and Digital) proficiency.

Students are requested to advise Skill Hire of any disability or impairment that may affect their studies.

### Step 2: Identification of Support Needs

The organisation identifies the vocational aspirations and support needs of students prior to enrolment to ensure the right course level and support mix are provided.

If a student is deemed to possess a lower level of LLND than the minimum requirement, Skill Hire provides appropriate advice regarding learning options or remedial assistance.

### Step 3: Consultation and Implementation of Adjustments

Skill Hire consults with the student to determine if a reasonable adjustment is necessary.

The organisation assesses whether less intrusive adjustments are available that achieve the same aim.

Where adjustments are implemented, a detailed Training Plan is maintained in the student file.

### Step 4: Decision Communication

Where a reasonable adjustment is not appropriate or possible (e.g., due to unjustifiable hardship), the reasons are communicated to the student in writing as soon as practicable.

## 7. Monitoring and Improvement

Access and equity practices are monitored by the **CEO and Management Team** to identify areas for improvement. Skill Hire utilizes structured monitoring, evaluation, and feedback mechanisms to assess the effectiveness of support strategies and make **data-driven enhancements** to ensure a learning environment that is responsive to diverse student needs.

## Schedule of Approvals and Amendments

This document is owned by Administration and Compliance Manager

Status Initial document / Amendment	Actioned By	Date of Review	Scheduled Review
Created & Reviewed	Lauren Hollows	01/02/2021	01/02/2022
Minor updates	Ronel Derman	13/11/2022	01/10/2023
Update to SRTO 2025	Ronel Derman	10/07/2025	07/2026