

<b>INDIAN OCEAN GROUP TRAINING ASSOCIATION LTD</b>	Approved By: General Manager		Q-0305	
			Pg 1 of 3	
	Date: 7 June 2005 Updated: 5 September 2017		Issue 1	Rev 2

## **ACCESS & EQUITY**

### **1. OBJECTIVE & SCOPE**

The purpose of this policy is to ensure that the Association achieves best practice by promoting the establishment of strategies and processes which effectively redress disadvantaged groups of the community and improve the position of all groups in the communities on both Christmas Island and Cocos (Keeling) Island for all services offered by the Association.

The Association recognises the following key groups of the communities that may be disadvantaged:

- People of non-English speaking backgrounds
- People with physical or intellectual disabilities
- The long term unemployed
- Women
- Aboriginal and Torres Strait Islanders

This policy also provides a framework for the development of strategies and procedures which are aimed at achieving equal outcomes for the groups identified above.

### **2. DESCRIPTION**

- 2.1 Opportunities to utilise facilities and services at Indian Ocean Group Training Association will be open to every person residing in or visiting the Indian Ocean Territories. There will be no restrictions based on nationality, place of birth, language, age, sex or educational background.
- 2.2 The Association operates within a unique geographic and ethnic location. Within this environment the Association is committed to managing diversity and producing tailored training programmes and services when the demand is there or when necessary.
- 2.3 The delivery of training services and assessment procedures will be accessible and equitable. All assessments will be fair, valid, reliable and flexible and incorporate the needs of specific groups including people from diverse linguistic and cultural backgrounds, people with disabilities, and

<b>INDIAN OCEAN GROUP TRAINING ASSOCIATION LTD</b>	Approved By: General Manager	Q-0305	
		Pg 2 of 3	
	Date: 7 June 2005 Updated: 5 September 2017	Issue 1	Rev 2

people of all ages. Assessment methods and materials will not include any language, literacy or numeracy requirements at a level greater than outlined in the competency standards being assessed.

- 2.4 To facilitate an environment of access and equity the Association will endeavour, as far as possible, to have all brochures and advertising material translated into the main community languages. Where necessary the Association will ensure that clients/customers of the Association are assisted with interpretation or translation.
- 2.5 The Association ensures that a percentage of its employees are either proficient or native speakers of one or more of the community languages spoken in the Indian Ocean Territories.
- 2.6 Within this policy statement IOGTA reserves the right to employ the person considered 'best suited' to the position or to close entry to courses for any legitimate reason (class room full etc).
- 2.7 The Association will accept any concerns regarding access and equity by offering the community an open complaints/grievance and assessment appeal process. The General Manager of the Association will make herself/himself available to hear any complaints regarding access and equity issues.
- 2.8 As part of its access and equity policy, The Association offers Recognition of Prior Learning (RPL) to all students on enrolment. The RPL process provides adequate information and support to enable applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred.

### **3. RESPONSIBILITY & AUTHORITY**

- 3.1 The General Manager is overall responsible to ensure that strategies implemented take into consideration issues of access and equity outlined in this policy.
- 3.2 Managers/Supervisors shall ensure that systems/procedures for which they may have direct or indirect influence of, take to account issues of access and equity outlined in this policy.

<b>INDIAN OCEAN GROUP TRAINING ASSOCIATION LTD</b>	Approved By: General Manager	Q-0305	
		Pg 3 of 3	
	Date: 7 June 2005 Updated: 5 September 2017	Issue 1	Rev 2