

Policy Title	Access and Equity
Policy Code	QPO.002
Version	V2
Effective Date	01.07.2017

## Scope

This policy is applicable to YMCA Education and Training (QLD).

## Purpose

The purpose of this policy is to:

- Outline the principles and standards that help YMCA Education and Training adhere with Commonwealth and State anti-discrimination legislation in the provision of education and training services.
- Ensure that equity principles for all our students are implemented through the fair allocation of resources and the right to equal opportunity without discrimination.
- It applies to all parties involved with YMCA Education and Training (QLD), including, but not limited to – students, staff, and other internal/external stakeholders.

## Principles and standards

YMCA Education and Training are committed to:

- Not discriminating against suitably eligible people participating in its courses.
- Providing equal opportunity and promoting inclusive practices and processes for all students within the limits of its resources.
- Integrating the principles of access and equity in its policies and procedures to improve teaching, learning and the support strategies available to all students regardless of students' backgrounds.
- Students with disabilities, including learning needs, will be provided with additional support, and where required flexibility of assessment. It is important that needs be identified on enrolment.
- Within reason, we will help find appropriate support to ensure all our students have the same opportunity to access training provided.
- At the Induction process we will use a Language Literacy and Numeracy (LLN) tool to help gauge a student's understanding of the materials and course requirements in an attempt to identify possible LLN needs.

YMCA Education and Training does not discriminate against people on the basis of age, race, colour, religion, ancestry, national origin, age, gender, sexual orientation, marital status, veteran status or physical or intellectual disability in the recruitment of students or the implementation of its policies, procedures and activities.

YMCA Education and Training is bound by state, federal and local legislation relating to forms of discrimination, including age, sex, disabilities and race.

These principles are applied in the development and implementation of all learning and assessment strategies and throughout the student lifecycle from admission to graduation.

1. Students with identified learning needs gathered during the LLN tool are consulted in relation to their study requirements and supported throughout their enrolment.
2. Course design is flexible and caters for a range of student needs and avoids non-inclusive and discriminatory language and examples.
3. Assessment processes and requirements are fair, valid, reliable and consistent with admission standards and course and subject's learning outcomes. All students are provided with adequate information about courses and subject assessment, prior to enrolment in the course.
4. YMCA Education and Training provides reasonable accommodation and special considerations within the learning environment for students with special needs through a range of services such as, but not limited to: reasonable adjustment for students with a disability, special consideration, physical access to premises. YMCA Education and Training also provides students with information on access to literacy, numeracy and counselling services. Refer to Assessment and Reasonable Adjustment policies for further information.
5. Complaints and appeals are addressed in a fair and equitable manner. Refer to Complaints and Appeals Policy for more information.
6. Adaptive technology is investigated, developed and made available where possible.

Related legislation includes, but is not limited to:

- [Disability Discrimination Act 1992](#)
- [Racial Discrimination Act 1975](#)
- [Sex Discrimination Act 1984](#)
- [Australian Human Rights Commission Act 1986](#)
- [Age Discrimination Act 2004](#)
- [Queensland Anti-Discrimination Act 1991](#)
- [Work Place Gender Equality Act 2012](#)
- [Fair Work Act 2009](#)

## **Related policies and documents**

This policy should be read in conjunction with the following policies:

- Complaints and Appeals policy
- Assessment Policy
- Reasonable Adjustment Policy
- Student Handbook
- LLN Tool
- Student Support Plan

## Enquiries

If you have any enquiries about this policy please contact YMCA Education and Training on (07)3852 2443 or [training.brisbane@ymcabrisbane.org](mailto:training.brisbane@ymcabrisbane.org)

## Further Information:

Policy Category	Academic
Policy Owner	YMCA Education and Training Manager
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Approved by	YMCA Operations Manager

Version Control				
Version	Date	Author	Details	Approved
V2	30.06.17	Todd Jeanes	Updates to policy content and list of legislation	Yes