



## DAYS SAFE PTY LTD

# Policy & Procedure – Access & Equity

<b>Purpose</b>	The purpose of this Policy & Procedure is to ensure that Daysafe Pty Ltd adheres to principles of access and equity and maximises outcomes for its students.
<b>Scope</b>	This policy and procedure addresses the needs of students regarding access and equity in training and assessment.
<b>Definitions</b>	<p><b>Equity</b></p> <ul style="list-style-type: none"><li>• Equity is about ensuring that all people have the supports that they need to access, participate and achieve to the same level.</li></ul> <p><b>Equal opportunity</b></p> <ul style="list-style-type: none"><li>• Equal opportunity focuses on everyone having an equal start whilst equity focuses on participation and achievement to an equal level</li></ul> <p><b>Reasonable adjustment</b></p> <ul style="list-style-type: none"><li>• Equal opportunities to learn should be provided to learners who have a disability. Daysafe may have to adjust the way training and assessment is carried out to minimise any disadvantages learners with a disability may face</li></ul>

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



	<p><b>Essential standards for continuing registration</b></p> <p><b>SNR 16 - The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients, as follows:</b></p> <p>Element 16.1 - The NVR registered training organisation establishes the needs of clients, and delivers services to meet these needs..</p> <p>Element 16.3 - Before clients enrol or enter into an agreement, the NVR registered training organisation informs them about the training, assessment and support services to be provided, and about their rights and obligations.</p> <p>Element 16.5 - Learners receive training, assessment and support services that meet their individual needs.</p> <p><b>SNR 17 - Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates, as follows:</b></p> <p>Element 17.1 - The NVR registered training organisation's management of its operations ensures clients receive the services detailed in their agreement with the NVR registered training organisation.</p>
<p><b>Requirement</b></p>	<p>Information provided to clients is clear, accurate and sufficient to assist them to make an informed choice</p> <p>The RTO identifies the services required by its clients and ensures that clients have access to these services.</p> <p>Learners have every reasonable opportunity to complete their training program.</p> <p>The RTO confirms that it fulfils the commitments it makes to its clients.</p>
<p><b>Reference Documentation</b></p>	<p>Other reference documentation which relates to this P&amp;P includes:</p> <ul style="list-style-type: none"> <li>• A practical guide to reasonable adjustment in assessment of candidates with disability in VET</li> </ul>
<p><b>Tools &amp; Templates</b></p>	<p>This P&amp;P is supported by the Tools &amp; Templates identified at each stage in the process.</p>

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



<b>Policy</b>	<p>As a provider of nationally recognised training and assessment services, Daysafe Pty Ltd is legally and ethically bound to provide a working environment which:</p> <ul style="list-style-type: none"> <li>• Does not discriminate against student groups or individuals on the grounds of gender, ethnicity, religion, sexual preference, physical or intellectual impairment or age.</li> <li>• Provides both students and staff with a safe and healthy working environment, which is also free from discrimination and harassment of any kind.</li> <li>• Values respect, courtesy and privacy.</li> </ul> <p>The implementation of access and equity is the responsibility of all Daysafe Pty Ltd employees, however the CEO has a particular role in promoting:</p> <ul style="list-style-type: none"> <li>• The understanding and implementation of Equal Opportunity Principles;</li> <li>• A sensitive and non-discriminatory manner in dealing with clients and staff.</li> </ul> <p>The Daysafe Pty Ltd access and equity policy is provided within:</p> <ul style="list-style-type: none"> <li>• the staff induction procedure within all staff recruitments.</li> <li>• On the Daysafe Pty Ltd Website and in the Information to Students</li> </ul> <p>Special client needs will be identified through:</p> <ul style="list-style-type: none"> <li>• initial contact with the RTO</li> <li>• receipt of application materials</li> </ul>
---------------	---

<b>Staff responsibilities</b>	<p>It is the responsibility of all Daysafe Pty Ltd staff to ensure the requirements of the access and equity policy are met at all times.</p> <p>All participants who meet our entry requirements will be accepted into our training programs.</p> <p>Any issues or questions regarding access and equity can be directed to the Daysafe Office.</p>	<b>Tools &amp; Templates</b>
<b>Output:</b>	Fair and equitable training and assessment	
<b>Responsibility</b>	CEO Trainer Assessors Office Manager	

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



<p><b>Information for Clients &amp; Students</b></p> <p><b>Output:</b></p> <p><b>Responsibility</b></p>	<p>Prior to enrolling in a course students and clients are provided with Daysafe Pty Ltd Information for Students which informs them of or directs them to:</p> <ul style="list-style-type: none"> <li>• Daysafe P&amp;P - Access &amp; Equity</li> <li>• Student support services</li> </ul> <p>Students are provided with information specific to each course through;</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Course flyers</li> <li>• Emails</li> <li>• Phone conversation</li> </ul> <p>Clients and students provided with sufficient information in order to make an informed choice about the RTO and courses</p> <p>Office Manager</p>	<p><b>Tools &amp; Templates</b></p> <ul style="list-style-type: none"> <li>• <i>Daysafe Information for Students</i></li> <li>• <i>Daysafe P&amp;P - Access &amp; Equity</i></li> </ul>
<p><b>Disability</b></p> <p><b>Output:</b></p> <p><b>Responsibility</b></p>	<p>Anti-discrimination legislation aims to ensure people with disabilities have the same rights and opportunities as all others.</p> <p>Daysafe Pty Ltd fully supports this premise so in accordance with DAYS SAFE P&amp;P – Enrolment &amp; Confirmation, students are required to inform staff of any special needs they may have prior to enrolment so all reasonable steps can be taken to ensure their requirements are met.</p> <p>If a student indicates they have a disability their suitability for training must to be assessed by the Trainer &amp; Assessor before they can be enrolled in a course in accordance with DAYS SAFE PRP – Reasonable Adjustment.</p> <p>Daysafe Pty Ltd will take all reasonable steps to accommodate their needs or refer them to an appropriate agency for additional support.</p> <p>Special needs of students identified</p> <p>Office Manager</p>	<p><b>Tools &amp; Templates</b></p> <ul style="list-style-type: none"> <li>• <i>DAYS SAFE P&amp;P – Enrolment &amp; Confirmation</i></li> <li>• <i>DAYS SAFE PRP – Reasonable Adjustment.</i></li> </ul>

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



<p><b>Language, Literacy and Numeracy</b></p> <p><b>Output:</b></p> <p><b>Responsibility</b></p>	<p>The training &amp; assessment offered by Daysafe Pty Ltd is based on written materials and assessment is through written and oral questioning as well as practical activities. There are also numerical calculations.</p> <p>We recognise that not all people are able to read, write and perform calculations to the same standards, so we endeavour to help students where we can to accommodate anyone with difficulties with language, literacy or numeracy.</p> <p>In accordance with DAYS SAFE P&amp;P – Enrolment &amp; Confirmation students are to identify specific requirements in this area when they complete the enrolment form.</p> <p>If a student indicates in the enrolment form that they do not speak English well or not at all their suitability for training must to be assessed by the Trainer &amp; Assessor before they can be enrolled in a course in accordance with DAYS SAFE PRP – Reasonable Adjustment.</p> <p>Daysafe Pty Ltd will take all reasonable steps to accommodate their needs or refer them to an appropriate agency for additional support.</p> <p>Special language, literacy or numeracy needs of students identified.</p> <p>Trainer &amp; Assessor</p>	<p><b>Tools &amp; Templates</b></p> <ul style="list-style-type: none"> <li>• <i>DAYS SAFE P&amp;P – Enrolment &amp; Confirmation</i></li> <li>• <i>DAYS SAFE PRP – Reasonable Adjustment.</i></li> </ul>
<p><b>Student Support Services</b></p> <p><b>Output:</b></p> <p><b>Responsibility</b></p>	<p>Students requiring assistance with their training should contact their trainer in the first instance.</p> <p>Daysafe Pty Ltd is committed to meeting the needs of all students. If support cannot be provided internally, appropriate external referrals will be suggested such as;</p> <ul style="list-style-type: none"> <li>• The state or territory registering body</li> <li>• National Training Hotline, telephone: 13 38 73.</li> </ul> <p>Student support services</p> <p>Trainer &amp; Assessors Office Manager</p>	<p><b>Tools &amp; Templates</b></p> <ul style="list-style-type: none"> <li>• <i>Daysafe Pty Ltd Information for Students</i></li> </ul>
<p><b>Key Performance Indicator:</b></p>	<p>Training &amp; assessment is delivered in a fair and equitable way.</p>	

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



**Controlled document**

**Documents are uncontrolled when printed. Electronic copies should be referenced for current version**