

Policy No. 28

Access and Equity

1. Policy Objective

The objective of the Access and Equity Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO is responsive to the individual participants needs to achieve suitable outcomes and meet the Standards for RTOs 2015.

This Policy and Procedure supports the following Standards for RTOs 2015:

- ▶ Standard 1.3
- ▶ Standard 1.7
- ▶ Standard 8.5.

2. Policy

1. This Policy and Procedure version is effective as of January 2022.
2. For the purposes of this Policy and Procedure “St John RTO Stakeholders” refers to the First Aid Training Services Administration team, the Customer Experience team, the Marketing Programs team, other relevant departments in St John WA as well as third party providers.
3. St John RTO Stakeholders will inform their staff of the requirements of this RTO Policy and Procedure.
4. St John RTO Stakeholders will adhere to this Policy and Procedure at all times.
5. St John RTO will create a training and education environment free from all forms of discrimination and harassment which enables all learners to reach their full potential.
6. St John RTO will provide an inclusive learning environment that is free from victimisation, discrimination and harassment.
7. St John RTO will provide a non-discriminatory participant selection process which allows access for all members of the community.
8. No individual participant will be discriminated against and access to course venues will not be limited on the basis of:
 - ▶ Gender;
 - ▶ Sexuality;
 - ▶ Trans-sexuality;
 - ▶ Age;
 - ▶ Race;
 - ▶ Relationship status;
 - ▶ Status as a parent or carer;
 - ▶ Pregnancy;
 - ▶ Breastfeeding;

- ▶ Religious or political conviction; and
 - ▶ Disability.
- 9.** St John RTO will provide access and equity by providing:
- ▶ A number of course options;
 - ▶ Pre-enrolment information; and
 - ▶ Enrolment options.
- 10.** This Policy and Procedure is to be read in conjunction with
- ▶ St John RTO Policy and Procedure No. 3 Education and Support Services;
and
 - ▶ St John RTO Policy and Procedure No. 6 Course Delivery and Assessment.
- 11.** St John RTO Stakeholders may have written Workplace Instructions to supplement this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Communications & Brand		Head of First Aid Quality
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	February 2023
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Document Location	G:\04. RTO Compliance\2021-22\RTO Policies and Procedures	
Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	Minor Changes	St John RTO Stakeholder Feedback provided on 30/6/2015
3	Changes to Numbers in Documents Related Updated Spelling/Formatting and Included References to LMS Added Education Support Services List reference	Following Review of Compliance Documentation Introduction of St John LMS Following Review of Compliance Documentation
4	Annual review by RTO Stakeholders	1. New format 2. Section 5 reduced 3. Procedure simplified 4. Section 6 added 5. Effective as of 1.11.2017
4.1	Annual Review	1. 10:20 Updated
5	Update	2. Annual review and update