



3.1 Access and Equity Policy

Purpose

The Healesville Living and Learning Centre is firmly committed to achieving best practice in the provision of vocational education and training.

The Centre acknowledges that this is dependent on non-discriminatory access to services and comparable educational outcomes for all groups in the community. By providing accessible and equitable programs and services, all participants regardless of gender, age, culture or disability will be able to develop knowledge and skills to enhance life and work opportunities.

Commitment

The Centre will strive to ensure that programs and services are relevant, accessible, fair, and inclusive and create opportunities for participants to achieve their goals. We undertake to deal with all members of the community in an equitable, confidential and sensitive manner.

Legislative Obligations

The Healesville Living and Learning Centre Access and Equity Policy also acknowledges the Centre's legal obligations under State and Federal Equal Opportunity law, Education and Training Reform Act, 2007, Occupational Health and Safety Act, 2004, and Australian Quality Training Framework (AQTF), to ensure that our working and teaching practices are fair and equitable, and that our working and learning environment is non-discriminatory.

The **Equal Opportunity Act, 1995 (VIC)**, the **Racial Discrimination Act, 1975 (Cth)**, the **Sex Discrimination Act, 1984 (Cth)** and the **Disability Discrimination Act, 1992 (Cth)** are also acknowledged.

Roles and Responsibilities

The Committee of Management, and by delegation, the CEO are responsible for the implementation of access and equity best practice by ensuring that the Centre's Policies and Procedures clearly defined, communicated, understood and actioned. Barriers to access and participation are identified and strategies developed to overcome them.

All staff are provided with information and training about access and equity.

All students are provided with information about access and equity issues.

Staff shall be responsible for ensuring that they understand and implement the policies and procedures, and behave in a courteous, sensitive and non-discriminatory manner when dealing with other staff, students and community members.

Trainers are responsible for understanding and implementing policies and procedures in the training room, ensuring the trainer and students behave in a courteous, sensitive and non-discriminatory manner.

Students are responsible for behaving in a courteous, sensitive and non-discriminatory manner when dealing with staff, other students and clients.