



Access and Equity Policy & Procedure

1. Policy

In line with obligations under Commonwealth legislation, Victorian Group Training Company Ltd (VGTC) is committed to promoting a fair and equitable environment for staff and clients that is free from discrimination, harassment and vilification.

This policy applies to all current and prospective GTO staff, employees and client and should be read in conjunction with the 'Complaints and Appeals Policy & Procedure.'

2. Procedure

- All staff and employees employed by Victorian Group Training Company Ltd will adhere to the principles and practices of equity in education and training.
- Victorian Group Training Company Ltd acknowledges its legal and moral obligations under State and Federal laws that cover the areas of:
 - ❖ access in the provision of services offered by VGTC
 - ❖ access in employment by VGTC
 - ❖ access in the provision of information offered by VGTC
 - ❖ access to any training and development offered by VGTC
 - ❖ access to events hosted by VGTC
- VGTC services are available to everyone who is entitled to them, free of discrimination on the basis of ethnicity, culture, gender, age, marital status, sexual orientation, physical or intellectual impairment.
- Sexual harassment is illegal, and will not be permitted in the workplace, or in the training environment.
- Grievance procedures are in place to ensure that any concerns are dealt with immediately and appropriately. (Refer to the Complaints and Appeals Policy & Procedure).
- Where possible, a range of support services or appropriate referrals will be provided to participants with special needs.
- Victorian Group Training Company Ltd utilises the VGTC General Workplace Assessment checklist prior to a new Apprentice /Trainee placement. This checklist is conducted annually. This checklist is to ensure safe placement of a trainee/apprentice and to work in conjunction with the Host

Employer in regards to policies, procedures and instruction is of a safe manner.

The Apprentice Trainee Report is conducted 6-8 weeks, this report completed by Consultants with Apprentices/Trainees and Host Employers. This report of to check in on the health and wellbeing of the Apprentices/Trainees, progression on the job, safety at work etc. Also from the Host Employer or Apprentice/Trainee if there are any concerns around any part of the Apprenticeship/Traineeship.

- The procurement of special equipment for a workplace is discussed through these assessments and implementation is checked through Apprentice Trainee reports conducted by Consultants and reported to the OHS Officer immediately.
- Upon review and updating of this document, the new version will be distributed throughout Victorian Group Training Company Ltd's Apprentices, Trainees, Host Employers and Internal staff via bulk email through our payroll system.

Staff responsibilities

All employees of Victorian Group Training Company Ltd are required to ensure all clients receive fair and equitable services within their scope of responsibility. All staff hold the responsibility to maintain a work and study environment free from discrimination and harassment.

Management is responsible for ensuring adherence to the GTO's policies and procedures that support this goal.

Client selection

Clients (apprentices/trainees/Host Employers) will not be denied access to services offered by the GTO where they are deemed eligible for the service. Clients will be individually assessed on their eligibility for the service being provided and selection will comply with relevant equal opportunity legislation and the selection criteria for the service.

Whilst practising an open access policy, it is recognised that client eligibility for services may be influenced and determined by other factors that are not to be confused with access and equity. These include:

- Accessibility to funding
- Employment status
- Course pre-requisites
- Availability of services
- Access to specialised equipment and resources

Where limitations to the type and level of services that the GTO can provide a client, the reasoning and details surrounding decision must be clearly explained to the client and where appropriate documented within the client file.

Host employer and RTO selection and monitoring

VGTC's recruitment process is aimed at giving every person an opportunity to start/follow their career path in whatever direction they choose.

For potential Host Employers, VGTC conducts VGTC General Workplace Assessment to ensure that a workplace is not only safe but also free of discrimination, bullying and harassment to ensure that any apprentice/trainee placed in these workplaces will reach the required level they need for the industry that their apprenticeship/traineeship falls under.

During and after the General Workplace Assessment VGTC will provide the Host Employer with information

relating to policies and procedures and OHS requirements needed for their business to host an Apprentice/Trainee through Victorian Group Training Company Ltd.

During the Apprenticeship/Traineeship Victorian Group Training Company Ltd will conduct Field Visits using the Apprentice/Trainee Report form. Monitoring all aspects of the Apprenticeships/Traineeship from safety, RTO training and mental health and wellbeing as well as the Host Employer on similar aspects of the Apprenticeship/Traineeship.

Throughout the Apprenticeship/Traineeship VGTC will liaise with the Registered Training Organisation (RTO), to ensure that they are meeting requirements including but not limited to ensuring progression of training throughout the Apprenticeship/Traineeship.

VGTC will ensure that any reports of bullying, harassment and discrimination are handled promptly and seriously and in line with its policies and procedures.

Where a client indicates access or equity concerns, the GTO will assess the concerns and, where required, address the matter with the Host Employer. At all times the client's welfare and rights shall be protected and where required the GTO will re-host the Apprentice/Trainee with an alternative host employer.

Maintaining currency of legislative requirements

Victorian Group Training Company Ltd will implement pro-active continuous improvement processes to ensure that all legislative requirements are addressed.

Victorian Group Training Company Ltd will ensure that all legislation is reviewed for currency and the following websites provide current and supporting information on the legislation requirements:

- Australia.gov.au
<http://australia.gov.au/publications/commonwealth-legislation>
- Victorian Legislation and Parliamentary Documents
<http://www.legislation.vic.gov.au/>
- Australian Human Rights Commission
<http://www.hreoc.gov.au/index.htm>
- The Victorian Equal Opportunity and Human Rights Commission
<http://www.humanrightscommission.vic.gov.au/>

Gaining Feedback from clients, host employers, and RTOs

When updating this policy we will take into consideration any feedback that an apprentice, trainee, host employer, internal staff or member of the public has given.

This feedback when received will be acted on and become part of the review process that is conducted annually for all policies and procedures of Victorian Group Training Company Ltd.