

# Access and Equity Policy

## PURPOSE

Surf Life Saving Western Australia Inc. (SLSWA) is committed to providing all training candidates with equal opportunity to pursue their training and development. This policy and procedure are to be used by SLSWA to integrate access and equity principles into all commercial training and assessment activities it conducts or is conducted on its behalf.

The purpose of this policy is to facilitate access and support for candidates with a literacy and/or numeracy impairment to undertake training courses including:

- Nationally recognised courses delivered under SLSWA (RTO) status, and;
- other non-accredited education and training programs delivered by SLSWA to meet the needs of the Surf Lifesaving and community.

SLSWA will provide support within reason and which is practical for these candidates through:

- assistance/modification of training programs.
- assistance/modification of assessment activities.

## IMPLEMENTATION OF THIS POLICY

SLSWA will use the following strategies to implement this policy:

1. Candidates will be asked to self-identify, by contacting SLSWA:
  - their literacy and/or numeracy impairment.
  - the assistance/modification that they need to complete the training program that they are registering for.
  - the assistance/modification that they need to complete assessment activities.

See *appendix 1*; which contains an example of the information that will be required by SLSWA to be able to offer assistance.

2. Training and Education Coordinator or RTO Compliance Officer will be required to:
  - make contact with candidates who have self-identified that they have special need prior to the training program, to discuss special arrangements/requirements.
  - maintain confidentiality regarding candidates with literacy and/or numeracy impairments.
  - ensure that presenters/facilitators are briefed regarding the special needs of candidates prior to the training program.
3. Course Trainers/Assessors will be required to:
  - use appropriate language and signs.
  - maintain confidentiality regarding candidates with literacy and/or numeracy impairments.
  - modify activities within the training program to accommodate candidates with literacy and/or numeracy impairments.
  - modify assessment to accommodate candidates with literacy and/or numeracy impairments.

## SCOPE

This policy covers SLSWA Commercial Training and Education Department policies and procedures and all commercial training and education activities.

## DEFINITIONS

**Access and Equity principles** include:

- Equity for all people through the fair and appropriate allocation of resources.
- Equality of opportunity for all people without discrimination.
- Access for all people to appropriate quality training and assessment services.
- Increased opportunity for people to participate in training.

**Disadvantaged groups** include the following groups who traditionally have been under-represented in Vocational Education and Training (VET):

- People with a disability
- Aboriginals and Torres Strait Islanders
- Women
- People from non-English speaking backgrounds
- People in rural and remote areas
- Long term unemployed.

**Discrimination** can be direct, indirect or systemic.

### Direct discrimination

Direct discrimination is any action which specifically excludes a person or group of people from a benefit or opportunity, or significantly reduces their chances of obtaining it, because their status or personal characteristics, irrelevant to the situation (eg, sex, ethnic origin) are applied as a barrier. Direct discrimination has, as a focus, assumed differences between people.

### Indirect discrimination

Indirect discrimination is the outcome of rules, practices and decisions which treat people equally and therefore appear to be neutral; but which, in fact, perpetuate an initially unequal situation and therefore significantly reduce a person's chances of obtaining or retaining a benefit or opportunity. Rules, practices and decisions are applied to all groups alike but it is the very assumption of a likeness that constitutes the discrimination.

### Systemic discrimination

A system of discrimination perpetuated by rules, practices and decisions which are realised in actions that are discriminatory and disadvantage a group of people because of their status or characteristics and serve to advantage others of different status or characteristics. Direct and indirect discrimination contribute to systemic discrimination.

**Equity** focuses on outcomes. Equity is not concerned with treating people in the same way; it is concerned with ensuring that all groups of people participate and benefit to the same level.

## LEGISLATION INCLUDES

- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Hatred Act 1995
- Disability Services Act 2006

**Sexual harassment** is defined by the Commonwealth Sexual Discrimination Act 1984 as when a person:

- makes an unwelcome sexual advance or an unwelcome request for sexual favours;
- engages in unwelcome conduct of a sexual nature, and a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated.

## **POLICY**

1. The aim of the policy is to remove barriers and to open up developmental opportunities for all candidates by creating a workplace and training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.
2. All candidates will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.
3. A person with a disability may be excluded under this policy if the disability could cause occupational health and safety risks to the person and/or other candidates.
4. All trainers/assessors are responsible to observe and be advocates for the policy.
5. This policy will be widely disseminated in the organisation.
6. SLSWA Training and Education Department policies and procedures will be monitored and reviewed to ensure that they recognise and incorporate the rights of individuals.
7. SLSWA Training and Education Coordinator will be the person responsible for the implementation and maintenance of the policy.

## APPENDIX 1

Example of course registration information required by SLSWA for the implementation of learning assistance:

1. Do you have literacy and/or numeracy impairment? Please provide details of the impairment (*note: information provided will be kept in the strictest confidence*):


2. Do you require any assistance to complete this training program? Please provide details (for example, reading assistance, buddy system or increased practical application.) (*Note: information provided will be kept in the strictest confidence*):


3. Do you require any assistance/modification to assessment activities for this training program? Please provide details (for example, extended examination time, reading assistance, and oral examinations). (*Note: Information provided will be kept in the strictest confidence*):
