Access and Equity Policy

Purpose

The purpose of this policy is to ensure that all learners, staff, contractors, and stakeholders of Insight Training are provided with equitable and learner-centred access to vocational education, support, and services. This policy commits to fair and transparent practices, free from discrimination, harassment, or bias.

Scope

Applies to all Insight Training staff, students, contractors, third-parties, and covers recruitment, enrolment, training, assessment, and support processes.

Guiding Principles

- **Learner Protection:** All learners are safeguarded from discrimination, harassment, and bias.
- **Fairness:** Decisions, resources, assessments, and support are allocated based on individual needs without inequity.
- **Transparency:** Policies and processes are communicated in clear, plain English and made accessible to all parties.
- **Compliance Alignment:** This policy upholds SRTO 2025, ASQA Practice Guides, and legislative obligations including privacy, anti-discrimination, and disability support.

Policy

Insight Training and its authorised delivery partners are committed to upholding the principles of access and equity as set out in the *Standards for Registered Training Organisations (RTOs) 2025*. We ensure that all individuals are treated fairly, respectfully, and equitably within a safe and inclusive learning and working environment that does not tolerate discrimination, harassment, or bullying.

No individual will be discriminated against on the basis of age, gender identity, cultural or linguistic background, race, disability, sexual orientation, socio-economic status, or educational attainment. Trainers and assessors are required to provide reasonable support to all learners, including those with disability, low literacy or numeracy skills, or other identified needs.

Training and assessment programs are designed and delivered inclusively and in a culturally sensitive manner. Support services are made available to address barriers to participation, and learners are clearly informed of their rights, options, and entitlements during pre-enrolment.

This commitment is underpinned by compliance with key legislative and regulatory requirements, including but not limited to:

- *National Vocational Education and Training Regulator Act 2011*
- *Privacy Act 1988 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*

- *Sex Discrimination Act 1984 (Cth)*
- *Age Discrimination Act 2004 (Cth)*
- *Fair Work Act 2009 (Cth)*
- *Student Identifiers Act 2014 (Cth)*
- *National Disability Insurance Scheme Act 2013 (Cth)*
- *Work Health and Safety Act 2020 of Western Australia*
- *Education and Care Services National Law (WA) Act 2012*

Responsibilities

- CEO
- Compliance Officer
- All Staff and Contractors
- Students

Legislative/Contracts

- SRTO 2025
  - Outcome Standard 1.1, 1.2, 1.3, 2.1–2.3, 2.4–2.6, 2.7, 2.8
  - Governance Requirement 4.1, 4.2, 4.3, 4.4
- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 1984 (WA)
- Privacy Act 1988 (Cth)
- Fair Work Act 2009 (Cth)
- Student Identifiers Act 2014 (Cth)
- National Disability Insurance Scheme Act 2013 (Cth)
- Work Health and Safety Act 2020 of Western Australia
- Education and Care Services National (WA) Act 2012
- Relevant training and funding contracts

Related Policies and Procedures

- Student Support and Reasonable Adjustment Procedure
- Complaints and Appeals Policy
- Student Enrolment Policy and Procedure
- Assessment Policy
- Continuous Improvement Policy
- Privacy Policy