

Access & Equity Policy

Purpose

This policy describes how the Australian College of the Arts Pty Ltd (Collarts) ensures that VET services provided by Collarts or on its' behalf through an Auspicing arrangement, are responsive to the individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.

Scope

This policy applies to all persons enrolled, or seeking enrolment with Collarts including auspiced schools and organisations (Auspicing Partner), and those employed or contracted to Collarts.

Related Policies

This policy should be read in conjunction with the following college policies:

- RTO Complaints and Appeals Policy

All college policies referenced in this document can be found in the Student Handbook which can be accessed via the VETDSS Portal at <https://collarts.edu.au/vedss> or the VETDSS section of the college website.

Policy

Collarts is committed to providing the opportunity for any student regardless of gender, creed, geographical location, disabilities, sexual preferences, ethnicity, cultural background and financial ability, to be able to access their training program. This is achieved through the flexible and diverse delivery methods available. These methods include training and assessment provided through an Auspicing Partner (school or organisation), through Collarts, and through recognition of prior learning or by a mix of these.

Trainers at an Auspicing Partner are responsible for articulating all access and equity policies either verbally or written to students on enrolment. Trainers and local course coordinators are responsible for responding appropriately to any access or equity issues that may arise and seek a mutually beneficial outcome.

Students with Impairments

Students with impairment may include those with autistic spectrum disorder; visual, hearing, speech, language, physical, intellectual, or multiple impairments. These conditions affect students from all socio- economic backgrounds. Collarts VET courses can assist students with impairments to meet a range of individual educational goals both within and outside the criteria and standards.

Reasonable Adjustments

It is important to take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with disability. Where appropriate, reasonable adjustments may be applied to the assessment processes to take into account the individual student's needs.

Assessors may accept other forms of evidence that meet the requirements of the training package, principles of assessment and rules of evidence, and modify assessments to accommodate greater access and equity for students participating in the program.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability.

An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship.

Procedure

Collarts and schools and organisations working under the auspice of Collarts, are to make all reasonable efforts to accommodate students with disabilities or barriers to access, participation and achievement of suitable outcomes in the VET course.

Prior to enrolment, trainers and local course coordinators are to assess the suitability of potential students, identifying any disability or barrier that might prevent the student from successful participation in the course.

Students seeking to enrol in a Collarts program are also provided the opportunity to disclose a disability, upon registration for the course.

Where an Auspicing Partner deem that they have sufficient resources to cater for the identified disability or learning barrier, trainers and assessors may make reasonable adjustments in the training and assessment provided to the student, within the requirements of the training package.

Assessment modification is to be documented in the Assessment comments area within the assessment for the Unit of Competence (UoC) on collarts.instructure.com.

Access to any Collarts program or course of study is subject to approval of Collarts and the Auspicing Partner. If any student feels that they have been unreasonably denied access to a Collarts program or course of study they should follow the complaints and appeals procedure and lodge a complaint.

Queries about reasonable adjustments are to be directed to the VET Manager who can be contacted on 1300 818 777 or via email to vet.support@collarts.edu.au.

Complaints & Advice

Complaints relating to access and equity are to be lodged in accordance with Collarts **Complaints & Appeals Policy** which can be accessed via the VETDSS Portal at <https://collarts.edu.au/vetdss> or the VETDSS section of the college website.