

## **Access & Equity Policy and Procedure**

- 1. Purpose of the policy**
  - 1.1 This policy documents ICAN Learn's commitment to ensuring access and equity in all areas of ICAN Learn's operations.
- 2. Access and Equity Policy**
  - 2.1 ICAN Learn Management and staff provide assistance to all clients to identify and achieve their desired learning outcomes.
  - 2.2 ICAN Learn is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy.
- 3. Application of the policy**
  - 3.1 This Policy applies to ICAN Learn Management and all casual, part time and full time teaching staff.
  - 3.2 This policy is relevant to students enrolled in ICAN Learn higher education training courses.
- 4. Commencement of the policy**
  - 4.1 This Policy will commence from 1st January 2017
- 5. Policy review**
  - 5.1 This policy will be reviewed annually from the time of commencement.
- 6. Access and Equity Procedures**
  - 6.1 The access and equity policy of ICAN Learn is provided within the code of practice displayed within ICAN Learn's Reception area.
  - 6.2 The access and equity policy of ICAN Learn is explained within the Staff induction procedure within all staff recruitments.
  - 6.3 The access and equity policy of ICAN Learn is described within the Staff & Trainers manual.
  - 6.4 Special client needs will be identified through initial contact with reception and enrolment staff, receipt of application materials, and orientation events prior to the commencement of training and or assessment.
  - 6.5 All of ICAN Learn staff must follow the principles of fairness and flexibility in workplace assessment.

- 6.6** Where a conflict between other ICAN Learn policies is recognised in applying ICAN Learn access and equity policy, the staff member will report the conflict to the ICAN Learn Management.
  
- 6.7** Access and equity training and assessment adjustments (reasonable adjustment) must be reported to the next management meeting.