

### 1. Purpose

This policy documents the ICAN Learn commitment to ensuring access and equity in all areas of ICAN Learn operations.

### 2. Application

2.1 This Policy applies to all ICAN Learn staff.

2.2 This policy is relevant to students enrolled in ICAN Learn courses.

### 3. Policy review

This policy will be reviewed annually from the time of commencement.

### 4. Policy

4.1 ICAN Learn Management and staff provide assistance to all students to identify and achieve their desired learning outcomes.

4.2 ICAN Learn provides training and assessment services to all students regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy.

4.3 ICAN Learn identifies challenges to the student learning experience at course commencement through the Language Literacy and Numeracy assessment and feedback to the student if significant challenges are identified.

4.4 ICAN Learn does not set students up to fail by enrolling the student in courses that are beyond their assessed capability and according to the AQF level outlined in the training package.

4.5 ICAN Learn staff are made aware of this policy on induction.

4.6 This policy is accessible to the public on the ICAN Learn website.

4.6 ICAN Learn Access and Equity approaches are identified in the Teacher Handbook.

4.7 Students with special needs are identified at initial contact and through the enrolment process. Induction processes assist those making course enquiries to understand the level of study required and the kind of support ICAN Learn can provide.<sup>1</sup>

4.8 ICAN Learn teachers follow the principles of fairness and flexibility in workplace assessment.

4.9 Where a conflict between other ICAN Learn policies is recognised in applying this policy, the staff member will report the conflict to the ICAN Learn Management.

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<sup>1</sup> Learner Support Policy and Procedure