



ACCESS AND EQUITY POLICY AND PROCEDURE

Policy

This policy is to promote fair and equal access, for all Candidates and potential Candidates, regardless of characteristics such as their gender, sexuality, race, nationality, ethnic background, age, marital status, religion, pregnancy, political convictions, physical disability or intellectual impairment. It seeks to create a training and education environment free from all forms of discrimination and harassment, including sexual harassment, and which enables all Candidates to understand the education program in which they are enrolled/wishing to enrol to their full potential.

Access and equity cover three broad areas:

- Discrimination,
- Harassment and
- Affirmative Action.

Each of these areas is supported by legislation at the State or Federal level; this includes but is not limited to the following:

Federal Legislation:

- Age Discrimination Act 2004 (Cth);
- Australian Human Rights Commission Act 1986 (Cth);
- Disability Discrimination Act 1992 (Cth); • Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Work Place Gender Equality Act 2012 (Cth); and
- Fair Work Act 2009 (Cth).

State Legislation:

- Australian Capital Territory Discrimination Act 1991 (ACT);
- New South Wales Anti-Discrimination Act 1977 (NSW);
- Northern Territory Anti-Discrimination Act 1996 (NT);
- Queensland Anti-Discrimination Act 1991 (QLD);
- South Australia Equal Opportunity Act 1984 (SA);
- Tasmania Anti-Discrimination Act 1998 (TAS);
- Victoria Equal Opportunity Act 1995 (VIC); and
- Western Australia Equal Opportunity Act 1984 (WA).

Access and Equity ensures fairness and can be achieved through practices that are free from bias or discrimination. It provides individuals with the opportunity to access, participate in, and achieve outcomes of vocational education and training.

Parramatta Campus

📍 Suite 1, 191 Church Street Parramatta NSW 2150

Camellia Campus

📍 Suite 2C L1, 1C Grand Avenue Camellia NSW 2142

International Students

✉ info@stc.edu.au

☎ 1-800-STC-EDU (1800-782-338)

(02) 8806 3939 | +61 466 666 913

Domestic Students

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☎ (02) 8896 2036 | +61 452 232 813

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Signature Training College ensures:

- through all of its staff and stakeholders, adopts and implements an inclusive, non-discriminatory approach to all that it does in respect of potential and existing clients and students, including but not limited to recruitment, selection and provision of training, assessment and support services
- Principles of Access and Equity are embedded in all Signature Training College processes that affect outcomes for clients and students
- Signature Training College maximizes the outcomes for all clients and students through responsiveness to their individual needs
- Equitable access is available for all students and clients to quality training and assessment services, opportunities, activities and choices, organizational facilities equipment, resources and personnel
- Signature Training College through its staff always identifies and is responsive to, to the diverse needs of all stakeholders within the constraints of available resources
- Signature Training College is always compliant with the provisions of the Federal and State Anti-discrimination and Equal Opportunity legislation and regulations.
- Access and Equity principles are incorporated into the development and deployment of new Signature Training College products, services, policies, procedures, practices and/or systems
- Unlawful discrimination does not exist whatsoever or is eliminated in all areas of Signature Training College operations, activities, environment and practices
- The protection afforded to all individuals under the law is upheld in all that Signature Training College does and that Signature Training College is always in full compliance with all Federal and State anti-discrimination and equal opportunity legislation and regulations.

Procedure

Equal opportunity and access and equity requirements apply to Signature Training College Candidates who are enrolled in any education program offered by Signature Training College. Each Candidate has the right to be treated fairly and to conduct their training in an environment that is free from harassment and/or discrimination. Signature Training College's Personnel have a responsibility to support and promote the principles of equality. Signature Training College Personnel and Candidates must respect the rights of others and to treat colleagues and Candidates fairly. It is unlawful to harass or otherwise victimize another Candidate because he or she has lodged a complaint of harassment or victimization or because he or she has assisted in the investigation of such a complaint.

Making a Complaint

All Candidates have the right to object to discrimination and harassment in any form, and to complain when such discrimination takes place. For full information on the complaint or grievance process please refer to the Signature Training College Complaints and Appeals Policy and procedure.

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Roles and responsibilities for implementation Access and Equity Policy and Procedure

- **Chief Operating Officer**
 - responsible for the approval of this document.
 - will be responsible for the implementation of the above Access and Equity legislation and timely distribution to its employees and clients. All new employees employed under Signature Training College will be required to complete a Registered Training Organization specific induction. Through the induction process the principles of access and equity will be highlighted.

- **RTO Manager and Academic and compliance Manager**
 - responsible for overseeing and implementation of all areas of equity and access practices within the day-to-day operations of the RTO.
 - responsible in the first instance for any queries relating to equity and access, and for escalating any unresolved issues to the Chief Executive officer for further action.

- **Student Support Officers /Student Services Officers**
 - is committed to working in compliance with State and Commonwealth laws governing anti-discrimination and equal opportunity. It is intended to guide the equitable access to educational programs offered under the RTO to such groups including but not limited to:
 - People from culturally diverse backgrounds
 - Indigenous Australians
 - Unemployed individuals
 - People living with disabilities
 - People from rural and remote areas
 - Members of disadvantaged groups

 - its commitment to access and equity into practice by:
 - Identifying and removing any barriers to access and participation;
 - Ensuring all products and services offered under the RTO are free from limitation to users based on age, gender, physical, mental, social or other protected characteristics;
 - Ensuring all Candidates and prospective Candidates are informed that TLC Learning will accommodate their learning needs;
 - Implementing reasonable adjustments as necessary to ensure delivery and assessment of all programs meet individual Candidate needs;
 - Ensuring all practices are free from discrimination;
 - Where possible delivering education, training and assessment programs and services that are relevant, accessible, fair and inclusive; and
 - All Candidates are provided with information about access and equity issues Signature Training College's complaint resolution process. Access

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and equity principles are communicated to candidates using the following methods:

- Course Guide
- Signature Training College website

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Chief Executive Officer
Implementation Officer	Academic and Compliance Manager RTO Manager Student Support Officer Student Services Officer
Last Approval	16 March 2022
Review Date	16 March 2023
Approved by	Chief Executive Officer
Associated Documents	
Complaints and Appeals Policy and Procedure	
Version Control	
Version 2.0	

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