Policy and Procedure

Name: Access, Equity and Support
Approved by: CEO
Date approved: 03/04/14

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SECTION 1 – INTRODUCTION

CONTEXT
IVY INSTITUTE is committed to a policy of fair and equitable access to services for all stakeholders and is committed to providing support to encourage equal educational opportunity. IVY INSTITUTE will pursue this policy and these principles actively so that they may contribute to the fulfilment of its missions and goals.

PURPOSE
This Access, Equity and Support Policy ensures fair and equitable access and support to our services.

SCOPE
This policy and procedure applies to all staff and students save for any student enrolled in a Study Group Australia Pty Ltd (SGA) course delivered by Ivy College. In the case of SGA courses delivered by Ivy College the SGA Access, Equity and Fair Treatment Policy and Procedures applies. To the extent the SGA Access, Equity and Fair Treatment Policy and Procedures do not cover the policies and procedures contained herein, this Access, Equity and Support Policy applies.
SECTION 2 – POLICY

PRINCIPLES

The Access, Equity and Support Policy and Procedure is committed to and guided by the principles of:

- Access
- Equity
- Fairness
- Support for disadvantage

POLICY

IVY INSTITUTE will strive to meet the needs of individuals and the community as a whole through fair treatment and the integration of access and equity guidelines. Current principles of social justice, including the Disability Standards for Education 2005, will be appropriately addressed in all aspects of its operations. These operational areas include enrolment, participation, curriculum development, training delivery and assessment, student support services, and include elimination of harassment and victimisation.

We will ensure that equity principles for all people are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination. We will endeavour to provide opportunities for under-represented groups to participate in the vocational education and training system. This will be done through such means as the implementation of customer-oriented programmes targeting the specific needs of market segments, and ensuring that the opportunities and benefits of Commonwealth assistance are made equally available to all eligible students.

IVY INSTITUTE is committed to providing a fair environment for all students, with due consideration to the context of the circumstances applicable to that individual.

We will develop quality support services that enhance individuals’ chances to achieve positive outcomes.
SECTION 3 – PROCEDURE

ONGOING ACTIONS

1. ensure the establishment of non-discriminatory student selection procedures which uphold the principle that all applicants seeking to enrol are treated fairly and equitably and also encourage fair access for members of under-represented groups (such as people with a disability, Aboriginal and Torres Strait Islander people, people with a non-English speaking background, Australian South Sea Islanders, people with language, literacy and numeracy difficulties, and older people);

2. ensure open, fair and transparent procedures for making decisions about the selection of students, which are based on the published clearly-defined entry requirements, and that students are selected on merit, based on those requirements and on an individual case by case basis.

3. ensure access and equity issues are considered during development of training and assessment strategies; attention will be given to provision of a mix of appropriate instructional and assessment modes, support provided for students with special needs, and reasonable adjustment will be available;

4. provide access to staff development to assist staff who deliver training to under-represented groups; and

5. provide access to staff development to assist assessors meet the needs of a diverse range of clients.

IDENTIFICATION OF SPECIAL NEEDS

At the time of enrolment, every student is required to complete an Application for Admission, which is a contract between both parties for the delivery of vocational training and assessment services. Implicit within this contract is the corporate policy to assist learners to attain the best possible outcome from the training service provided.

LANGUAGE, LITERACY AND NUMERACY

Applicants or existing students identified with special needs in regard to language, literacy or numeracy will be provided with assistance to maximise the possibility of a successful outcome to the training. It should be noted that special needs do not constitute a disability. Without the accompaniment of a disability, each is a disadvantage and is not addressed by the Disability Standards.

The Product and Delivery Manager will consult with each student in private. Discussion will focus on the student's need(s), his/her view of the assistance required, and how best to address the need(s). Possible options could be additional English language classes, special tutoring, and/or outsourcing of specialised assistance.

DISABILITY

Each individual with a disability will have different needs, so it is not possible to implement a set of specialised services which will suit all students with disabilities. Instead the following process recommended within the Disability Standards will be employed:

- Step 1: Consultation with the student – regarding all relevant circumstances and interests, including the student’s needs, the disability (if applicable) and his/her views on the assistance required;

- Step 2: Consideration of whether a reasonable adjustment is necessary – would an adjustment be reasonable and to what extent would it achieve the aims?
Step 3: Identification of a reasonable adjustment if it is necessary – is there any other reasonable adjustment that would be less disruptive and intrusive and no less beneficial for the student?

Step 4: Making the reasonable adjustment – within a reasonable time according to the provision of relevant information in the student’s possession about how they would be affected in relation to training.

This process must be repeated at regular intervals to ensure continuity in meeting the changing needs of the learner.

Further information on working with people with a disability and information on agencies provided support for people with disabilities can be obtained from the following national web site: http://www.acrod.org.au/

REASONABLE ADJUSTMENT

It is expected that a person with a disability will be able to advise IVY INSTITUTE in regard to what adjustments he or she needs to be able to participate in the training and assessment. If necessary, IVY INSTITUTE will seek advice from government agencies or support organisations to determine what needs to be done to accommodate the requirements of the individual.

The following factors will be considered:
- the nature of the individual’s disability;
- the information provided by, or on behalf of, the student about how the disability affects his/her ability to participate;
- the student’s (or associate’s) views about the adjustment;
- information provided by the student about his or her preferred adjustment;
- the effect of the adjustment on anyone else affected;
- the effect of the adjustment on the student, their ability to participate, achieve learning outcomes and operate independently; and
- the costs and benefits of making the adjustment.

Reasonable adjustment activities could involve:
- providing additional lighting;
- providing an adjustable workstation or special seating;
- modifying equipment or providing special adaptive technologies such as voice-activated computer software, special keyboard, large screen monitor or associated aids;
- providing special assistance such as an interpreter for deaf candidates and provision of paper-based materials in advance of face to face sessions;
- adapting the training methodologies, without impacting on the delivery of the essential skills, knowledge and understanding required for the relevant competencies; and
- adapting the assessment methodologies, without impacting on the validity of the attainment of the relevant competencies. For example: allowance of extra time, varying question and response modalities (such as use of oral questioning rather than written, and audiotaped or videotaped answers instead of written answers).

The possibilities are considerable and staff members need to think laterally. For example: a learner with a physical impairment may not be able to physically undertake a certain activity, but they may be able to direct someone else to do so. In some cases, this will meet the requirements of the unit of
competency, such as for a supervisor who needs to know how to do something but does not have to physically do it.

**UNJUSTIFIABLE HARDSHIP**

Once an adjustment is considered reasonable in the circumstances, balancing the interests of all parties affected, the next step is to consider whether it would nonetheless impose unjustifiable hardship on the provider.

Where a claim of unjustifiable hardship is made, a provider should take into account all the financial and other resources that are reasonably available for the purpose of making any necessary adjustments for the student, and the impact of those adjustments on their capacity to provide education of high quality to all students while remaining financially viable.

**SOURCES OF SUPPORT**

There are many sources of support in the employment, training and assessment of a person who has a disability; some of these are listed under the *Related External Sources* section of this document.

**REPORTING**

A student or staff member observing or experiencing behaviour, which may constitute a breach of this policy, whether by another staff member or by a student, must notify the Chief Executive Officer without delay.
SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

DEFINITIONS

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<th>Word/Term</th>
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| Disability           | a. total or partial loss of the person’s bodily or mental functions; or  
b. total or partial loss of a part of the body; or  
c. the presence in the body of organisms causing disease or illness; or  
d. the presence in the body of organisms capable of causing disease or illness; or  
e. the malfunction, malformation or disfigurement of a part of the person’s body; or  
f. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or  
g. a disorder, illness or disease that affects a person’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and  
   includes a disability that presently exists or previously existed but no longer exists, may exist in the future, or is imputed to a person. |
| Reasonable adjustment| an adjustment is a measure or action taken to assist a student with a disability to participate in training on the same basis as other students.  
   An adjustment is reasonable if it takes into account the student’s learning needs and balances the interests of all parties affected, including the student, the provider, staff and other students. |

SUPPORTING DOCUMENTATION

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<thead>
<tr>
<th>Links to supporting documentation</th>
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<tr>
<td>Information on the selection of students is found within the Admission Policy and Procedure</td>
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<td>Information on the mix of appropriate instructional and assessment modes and reasonable adjustment are found within the Assessment Policy and Procedure</td>
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SECTION 5 – GOVERNANCE

RELATED EXTERNAL REFERENCES

Sources of support for employment, training and assessment

There are many sources of support in the employment, training and assessment of a person who has a disability; some of these are listed below.

Association of Competitive Employment (ACE) National Network
ACE represents agencies who deliver open employment services for people who have a disability.
PO Box 5198
Alphington VIC 3078
Ph: 03 9411 4033
Fax: 03 9411 4053
Email: info@acenational.org.au
Website: www.acenational.org.au

Australian Disability Clearinghouse on Education and Training (ADCET)
ADECT provides information about inclusive post-secondary education and training teaching, learning and assessment strategies and support services for people who have a disability.
ADCET
Locked Bag 1335
Launceston TAS 7250
Ph: 03 6324 3787
Fax: 03 6324 3788
Website: www.adcet.edu.au

Australian Association of the Deaf
PO Box 1083
Stafford QLD 4053
Ph: 07 3357 8266
Fax: 07 3357 8377
TTY: 07 3357 8277
Email: aad@aad.org.au
Website: www.aad.org.au

Australian Federation of Deaf Societies
PO Box 1060
Parramatta NSW 2124
Ph: 02 8833 3615
Fax: 02 9893 8333
TTY: 02 9893 8858

Australian Federation of Disability Organisations
247 Flinders Lane  
Melbourne VIC 3000  
Ph: 03 9662 3324  
Fax: 03 9662 3325  
Email: office@afdo.org.au  
Website: www.afdo.org.au

**Blind Citizens Australia**  
PO Box 24  
Sunshine VIC 3020  
Ph: 03 9372 6400  
Fax: 03 9372 6466  
TTY: 03 9372 9275  
Freecall: 1800 033 660  
Email: bca@bca.org.au  
Website: www.bca.org.au

**Brain Injury Australia**  
PO Box 82  
Mawson ACT 2607  
Ph: 02 6290 2253  
Fax: 02 6290 2252  
Email: bianational@apex.net.au

**Carers Australia**  
PO Box 73  
Deakin West ACT 2600  
Ph: 02 6122 9900  
Fax: 02 6122 9999  
Email: caa@carersaustralia.com.au  
Website: www.carersaustralia.com.au

**Commonwealth Disability Services Program Contacts**  
[http://www.fahcsia.gov.au](http://www.fahcsia.gov.au) or by telephone:  
ACT: 02 6274 5206  
New South Wales: 02 9263 3818  
Northern Territory: 08 8946 3555  
Queensland: 07 3360 2800  
South Australia: 08 8236 6111  
Tasmania: 03 6221 1411  
Victoria: 03 9285 8523  
Western Australia: 08 9346 5311

**Deafness Forum of Australia**  
The forum coordinates the annual National Hearing Awareness Week, held in the last complete week of August.
218 Northbourne Avenue
Braddon ACT 2612
Ph: 02 6262 7808
Fax: 02 6262 7810
TTY: 02 6262 7809
Email: info@deafnessforum.org.au
Website: www.deafnessforum.org.au
Website: www.hearingawareness.org.au

**Mental Health Foundation Australia**
270 Church Street
Richmond VIC 3121
Ph: 03 9427 0407
Fax: 03 9427 1294
Email: admin@mhfa.org.au
Website: www.mhfa.org.au

**National Council on Intellectual Disability**
PO Box 771
Mawson ACT 2607
Ph: 02 6296 4400
Fax: 02 6296 4488
Email: ncid@dice.org.au
Website: www.dice.org.au

**National Ethnic Disability Alliance**
PO Box 381
Harris Park NSW 2150
Ph: 02 9687 8933
Fax: 02 9635 5355
TTY: 02 9687 6325
Website: www.neda.org.au

**Physical Disability Council of Australia Ltd**
PO Box 77
Northgate QLD 4013
Ph: 07 3267 1057
Fax: 07 3267 1733
Email: pdca@pdca.org.au
Website: www.pdca.org.au

**SANE Australia**
PO Box 226
South Melbourne VIC 3205
Ph: 03 9682 5933
Fax: 03 9682 5944
Freecall: 1800 18 SANE
Email: info@sane.org
Email: helpline@sane.org
Website: www.sane.org

**SAI Global**
Standards Australia publications distributor.
Ph: 131 242
Fax: 1300 65 49 49
Email: sales@sai-global.com
Website: www.saiglobal.com

**Standards Australia**
Standards Australia develops standards and codes for building access.
Standards Australia Limited
286 Sussex Street
Sydney NSW 2000
GPO Box 476
Sydney NSW 2001
Ph: 02 8206 6000
Email: mail@standards.org.au
Website: www.standards.org.au

**Women with Disabilities Australia (WWDA)**
PO Box 605
Rosny Park TAS 7018
Ph: 03 6244 8288
Fax: 03 6244 8255
Email: wwda@ozemail.com.au
Website: www.wwda.org.au
CHANGE HISTORY

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<td>V1.0</td>
<td>15/9/12</td>
<td>CEO</td>
<td>Initial development</td>
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<td>1.1</td>
<td>3/4/14</td>
<td>CEO</td>
<td>Adjusted scope to allow for SGA Access, Equity and Fair Treatment Policy and Procedure to apply for students undertaking Ivy College courses delivered on behalf of SGA.</td>
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Please note:
- Printing this document may make it obsolete
- For the latest version of this policy always check the Master Document Directory
- When reviewing this policy always review the Policy & Procedure Issues Log