



Table of Contents

Purpose.....	2
Policy	2
Scope	2
Definitions.....	2
Procedures	3
Related Documents:	4

Purpose

This procedure aims to align with the 2025 Standards for RTOs and VET Funding Contract requirements to ensure equal opportunities for all individuals to acquire skills, knowledge, and experience through vocational education and training at KAL Training (KAL).

Standards for NVR Registered Training Organisations 2025: Outcome Standards

Standard 2.5: The learning environment promotes and supports the diversity of VET students.

An NVR registered training organisation demonstrates:

- it fosters a safe and inclusive learning environment for VET students; and
- it fosters a culturally safe learning environment for First Nations people.

Policy

This policy is to ensure that KAL Training (KAL) will provide fair and equitable access and opportunity to its student and staff by operating services to achieve the following:

Access and Equity: We will ensure that students have fair and equitable access to our training and assessment services, regardless of their gender, age, race, ethnicity, disability, religion, sexual orientation, or any other protected characteristic.

Accessibility: We will make reasonable adjustments to accommodate the individual needs of students with disabilities or specific requirements to ensure they can fully participate in our programs.

Respect and Dignity: We will treat all students with respect, dignity, and without discrimination, fostering a supportive and inclusive learning environment.

Activities will include the following:

- Integrate access and equity principles into all aspects of vocational education and training provision to support diverse Student needs effectively.
- Ensure equitable access to vocational education and training services and programs for all students and clients.
- Increase the participation of under-represented groups in vocational education, training, and employment services.
- Empower students with skills to engage successfully in vocational education and training.
- Ensure fair and unbiased treatment of all Students, regardless of their personal characteristics or circumstances.
- To promote a culture of inclusivity and respect within our organisation.

Continuous Improvement: We will regularly review and enhance our access and equity practices to ensure ongoing improvement and compliance with relevant legislation and standards.

Scope

This procedure applies to all clients and staff members engaged in vocational education and training activities at KAL.

Definitions

Services means:

- a. training and assessment;
- b. training support services (but exclude counselling, mediation, and information and communication technology services); and
- c. any activities related to the recruitment of VET students including marketing, enrolment, induction, or the collection of fees.

Wellbeing Support Services means support services and resources to assist with VET students' physical, mental, and emotional wellbeing.

Procedures

Establishment of Non-discriminatory Procedures:

- Develop and implement procedures that align with RTO Standards 2025, ensuring fair access and equity for all Students.
- Ensure these procedures comply with legislative and regulatory requirements, including anti-discrimination laws.
- Provide clear and accessible information about our training programs, entry requirements, and enrolment procedures to potential Students.
- Offer multiple modes of communication and support to accommodate Students' individual needs (e.g., online, telephone, in-person).

Integration of Access and Equity Considerations:

- Align course development, delivery, and assessment practices to accommodate the needs of diverse Student cohorts.
- Make reasonable adjustments to our recruitment and selection processes to ensure students with disabilities or specific requirements can participate on an equal basis.
- Provide additional support services or resources, such as assistive technologies, interpreters, or accessible learning materials, as needed.
- Document evidence of how access and equity considerations are addressed throughout the training and assessment process.
- Professional development opportunities for staff members to enhance their capabilities in supporting students from under-represented groups.
- Ensure that staff training aligns with the principles of access and equity outlined in applicable Government Funding Contracts.
- Prohibit any form of discrimination, harassment, or victimisation of Students, trainers, assessors, or staff based on protected characteristics.
- Establish procedures for reporting and addressing any complaints or incidents of discrimination or harassment promptly and confidentially.
- Provide appropriate training and education to all stakeholders to promote understanding, awareness, and compliance with anti-discrimination policies.

Compliance Monitoring and Reporting:

Regularly monitor and evaluate the effectiveness of our access and equity initiatives through feedback mechanisms, Student surveys, and internal reviews.

- a. Identify and address any gaps, barriers, or areas for improvement to enhance the accessibility and inclusivity of our training and assessment services
- b. Prepare and submit reports as required by applicable Funding Contracts to demonstrate adherence to access and equity requirements and utilisation of government funding.



Related Documents:

- Enrolment Procedure
- Student Handbook