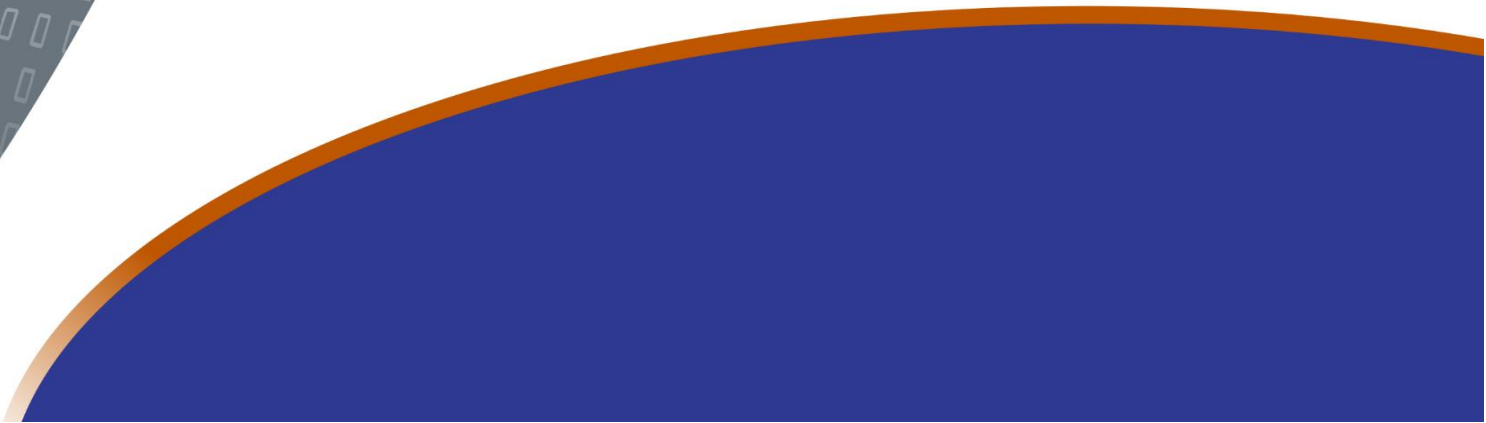


Access & Equity Policy



COMTECH
TRAINING



Provider Details

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DATE	SUMMARY OF CHANGES MADE	Modified	Approved	VERSION
22/12/2017	Rebranding of Policy Format	LD	VB	R1.0

Access and Equity Policy

1. Purpose

This Access and Equity Policy is based on providing and maintaining a work and training environment, that reflects fair and ethical company policies to all staff and students, regardless of race, colour, religion, gender or physical disability. Comtech ensures that all students will have access to a fair and reasonable training course, where alternative options or student assistance is available to all students so as to assist in the successful completion of their training.

This policy reflects our commitment to the Australian Democratic Principles for Education and the

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Education and Training Reform Act 2006 and the Disability Discrimination Act (1992).

Legislative policies – Standards for Registered Training Organisations (RTOs) 2015 – 1.7, 5.1 & 5.2

Definitions

2. Discrimination

Discrimination occurs when a person is treated less favourably than others due to the person's circumstances, characteristics or beliefs.

Comtech is an equal opportunity company and does not discriminate against or favour target groups in either recruiting or training.

Target Groups are defined as:

- a) Aboriginal and Torres Strait Islanders
- b) People with a disability
- c) People from non-English speaking backgrounds
- d) People in transition and other special groups (i.e. people re-entering the workforce, long term unemployed, sole parents, people with literacy problems, and those who have been institutionalised)
- e) Women
- f) People from regionally isolated communities

3. Direct Discrimination

Direct discrimination takes place when a person, organisation or group of persons is treated less fairly than others on the basis of stereotyped beliefs or views.

4. Indirect Discrimination

Indirect discrimination includes rules, practices or policies which appear to be non-discriminatory and equally applicable, but operate in such a way that certain groups of people are excluded without just cause.

5. Comtech Responsibilities

It is the legal responsibility of Comtech, to provide a training environment which provides all students with;

- A safe nondiscriminatory training environment
- All of the information about their chosen course in advance of commencement
- All fees, charges and refund policies
- Information regarding flexible learning and any additional supports which a student may require, taking into account a student's individual needs, skills and competencies

Comtech will also not accept any form of discrimination in support of access and equity:

- a) All students are to be given fair and reasonable opportunity to enroll, attend and complete their training within a diverse and nondiscriminatory environment
- b) All students will be trained and assessed equally, regardless of any disability or additional individual needs based and on their attendance and merit of their work and assessments as completed
- c) No student shall be discriminated against by staff, trainers, assessors nor other students
- d) All perceived deficiencies in the Access and Equity Policy are to be documented, assessed and reviewed at the bi-annual annual review

Comtech Staff

6. Director Responsibilities

The Director is responsible for ensuring that all staff are aware of the harassment policy and that complaints will be dealt with in accordance with the terms of the Complaints and Appeals Policy.

The Director will maintain the confidentiality of all complaints. If the Director feels that he is not the appropriate person to deal with the complaint, he will refer the matter to a member of the management team for action.

7. Employee Responsibilities

Employees are to ensure that they do not engage or encourage any form of harassment, and must immediately report any form of harassment towards themselves or other people in the workplace to their supervisor or manager.

8. Student responsibilities

All students must be made aware of Comtech access and equity policies and having been informed are strictly to ensure that they do not engage or encourage any form of harassment, and must immediately report any form of harassment towards themselves or other people in the workplace to their trainer.

9. Disability

Comtech is committed to providing support services and equal access opportunities for students with a disability, in accordance with the provisions of the Disability Discrimination Act (1992).

Prior to enrollment, Comtech provides current and accurate information to the student with regards to student support procedures in place so as to meet the students needs should they require additional support. Comtech will respect a client's right to privacy, confidentiality and be sensitive to their needs.

Clients who nominate their disability on their enrolment will have a consultation with Comtech Training's Disability Support Officer to establish the client's suitability to complete the requirements of the enrolled competency/ies and to discuss any reasonable adjustment that Ramsden Telecommunications Training will provide to facilitate their successful completion of the competency/ies.

It is acknowledged that Comtech has certain competencies on scope that may be unsuitable for a person with disabilities. If enrolling in one of these units the Disability Support Officer will discuss any possible alternative options with the client.