



VET Student Loans Access & Equity Policy

Scope

This policy should be read as an extension to the Step Into Training Service overall access and equity policy

Policy

SITS is committed to providing training and assessment services to the wider community regardless of disability, age, race, gender, religion, colour, marital status, pregnancy or potential pregnancy and location. SITS aims in accommodating various needs and tailoring the training the delivery to be inclusive.

At SITS, the Managing Director ensures all staff act in accordance with the SITS Code of Conduct and Practice and all clients are made aware of their rights and responsibilities.

- Students who wish to discuss their specific learning needs and adjustments to the assessment process can contact their trainer or a SITS representative.
- A SITS representative and the trainer will schedule a discussion with the student to discuss their needs.
- The student may be requested to provide evidence to demonstrate the extent of the special need.
- Further options and preferences will be discussed with the student to determine and make reasonable adjustment to the training plan and assessment strategy.
- SITS will provide opportunities for re-assessment of Not Yet Competent assessment.

Discrimination and Harassment

At Step into Training Services, we are committed to ensuring that the training and assessment environment and our workplace are free from discrimination and harassment. All employees, contractors and clients are made aware that discrimination and harassment will not be tolerated under any circumstances. If discrimination and harassment is found to have occurred, disciplinary action will be taken against any



VET Student Loans Access & Equity Policy

employee or contractor who breaches this policy. Suspected criminal behaviour will be reported to police authorities immediately.

By implementing this policy we strive to achieve the following objectives:

- Create a working environment which is free from discrimination and harassment and where all employees, contractors and clients are treated with dignity, courtesy and respect;
- Implement training and awareness raising strategies to ensure that all parties know their rights and responsibilities;
- Provide an effective procedure for complaints based on the principles of natural justice;
- Treat all complaints in a sensitive, fair, timely and confidential manner;
- Guarantee protection from any victimisation or reprisals;
- Promote a productive and cohesive workplace;
- Encourage the reporting of behaviour which breaches this Discrimination and Harassment Policy; and
- Promote appropriate standards of conduct at all times.

What is not discrimination or harassment?

Workplace discrimination or harassment must not be confused with legitimate comment and advice (including relevant negative comment or feedback) from supervisors, trainers and assessors on the work performance or skills and knowledge development of an individual or group. Providing a learner with feedback following an assessment also has the potential to be stressful. Supervisors, trainers and assessors should manage these processes with sensitivity, but they should not avoid their responsibility to provide full and frank feedback.

Who is responsible?

The following outlines the responsibilities of the management and employees (including contractors) of Step into Training Services:

- Ensure the Discrimination and Harassment Policy and associated procedures are made available to all learners and is actively communicated within Step into Training Services;



VET Student Loans Access & Equity Policy

- Set expectations of supervisors, trainers and assessors to demonstrate appropriate conduct and to monitor the conduct of employees and learners within the operations of Step into Training Services;
- Encourage and provide avenues for employees and learners who feel they have been harassed or discriminated against to come forward and report their experience in a non-judgemental and confidential environment;
- Monitor Step into Training Services operating environment to ensure it is free from material (posters, notice board items, electronic media) that is sexually related, is racist or is likely to offend;
- Ensure training and assessment services are developed and delivered to learners to encourage their participation in an inclusive environment that is free from discrimination and harassment;
- Facilitate training and awareness sessions that educates Step into Training Services employees about anti-discrimination and harassment measures;
- Ensure that selection criteria for supervisor, trainer and assessor positions includes the requirement that they have a demonstrated understanding of and ability to deal with discrimination and harassment issues as part of their overall responsibility;
- Facilitate the display of posters on notice boards in common work areas and the distribution of relevant brochures to promote an environment that is free from discrimination and harassment;
- Include accountability mechanisms in position descriptions for supervisors, trainers and assessors; and
- Periodically review the policy to ensure it is operating effectively and contains up to date information.

If you have any questions, please do not hesitate to contact us on: 1300-GO-SITS (1300-467-487) or email: info@sits.edu.au