

RTO Policy 1: Access and Equity

OWNERSHIP

This policy is the responsibility of CPA Australia's Registered Training Organisation (**CPA Australia RTO**) working group (**CPA Australia RTO Working Group**).

Scope

CPA Australia Ltd (**CPA Australia**) has established this policy to support the Australian Skills Quality Authority (ASQA) *Standards for Registered Training Organisations (RTO) 2015*. The policy has been developed and implemented by the CPA Australia RTO Working Group to support and provide clear instruction and guidance to program Candidates and CPA Australia personnel to ensure all aspects of CPA Australia's RTO operations are responsive to the individual needs of the Candidate whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.

Review and Maintenance

Maintenance and review of the CPA Australia RTO Access and Equity Policy is the responsibility of the CPA Australia RTO Working Group. The CPA Australia RTO Working Group will maintain ongoing records of the elements and application of this policy. The CPA Australia RTO Working Group will provide ongoing reports to all relevant stakeholders.

Change Record

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Author	CPA Australia RTO Working Group
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* This policy replaces the previous RTO CPA Participant Access & Equity Policy V1.1 (#417304_1) document used when registered with VRQA.

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POLICY

What is Access and Equity?

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.

This policy 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 covers 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).

Our Commitment

CPA Australia is an equal opportunity employer and is committed to developing policies and practices that eliminate discrimination and harassment in the workplace and also its education, training and development programs, and in the provision of its services. CPA Australia has a legal responsibility to ensure that all reasonable steps have been taken to prevent discrimination and harassment from occurring in the workplace and training environment.

CPA Australia is committed to providing a fair and equitable learning and working environment for all Candidates and CPA Australia RTO Personnel. In offering education program(s) as part of CPA Australia's Registered Training Organisation (RTO) status we aim to provide learning programs and pathways where program design, course content, training facilities and all aspects of the training and assessment process are available in a way that allows equality of educational opportunity to all Candidates.

Procedure: Actions and Responsibility

Equal opportunity and access and equity requirements apply to CPA Australia RTO Personnel and Candidates who are enrolled in any education program offered by the CPA Australia RTO. 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.

CPA Australia RTO Personnel have a responsibility to support and promote the principles of equality. CPA Australia RTO Personnel and Candidates must respect the rights of others and to treat colleagues and Candidates fairly.

It is unlawful to harass or otherwise victimise another Candidate because he or she has lodged a complaint of harassment or victimisation or because he or she has assisted in the investigation of such a complaint.

Action	Responsibility
<p>CPA Australia is committed to working in compliance with State and Commonwealth laws governing anti-discrimination and equal opportunity. This policy is intended to guide the equitable access to educational programs offered under the RTO to such groups including but not limited to:</p> <ul style="list-style-type: none"> • People from culturally diverse backgrounds; • Indigenous Australians; • Unemployed individuals; • People living with disabilities; • People from rural and remote areas; and • Members of disadvantaged groups. 	<p>CPA Australia RTO Personnel</p>
<p>CPA Australia’s RTO Manager and CPA Australia RTO Working Group are responsible for overseeing and implementation of all areas of equity and access practices within the day to day operations of the RTO. The CPA Australia RTO Manager is responsible in the first instance for any queries relating to equity and access, and for escalating any unresolved issues to the CPA Australia RTO Working Group for further action.</p>	<p>CPA Australia RTO Manager CPA Australia RTO Working Group</p>
<p>CPA Australia RTO puts its commitment to access and equity into practice by:</p> <ul style="list-style-type: none"> • 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 CPA Australia RTO 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 and CPA Australia RTOs complaint resolution process. <p>Access and equity principles are communicated to candidates using the following methods:</p>	<p>CPA Australia RTO Manager CPA Australia RTO Personnel</p>

<ul style="list-style-type: none"> • Candidate Handbook; and • CPA Australia websites. 	
<p>CPA Australia RTO Personnel will observe the organisation wide commitment to access and equity requirements by ensuring:</p> <ul style="list-style-type: none"> • Information and policies relating to access and equity are in place and readily available to all prospective Candidates and CPA Australia RTO Personnel; • CPA Australia RTO Personnel are aware and informed of equal opportunity guidelines and dispute resolution processes and procedures; • All CPA Australia RTO Personnel undertake induction and have the opportunity to undertake ongoing professional development that ensures they have the knowledge and understanding to implement the policies and procedures of the organisation in relation to access and equity, and are able to communicate and support all prospective Candidates to achieve their learning goals; and • All CPA Australia RTO Personnel interact with prospective Candidates in a courteous, professional and non-discriminatory way. <p>Access and equity principles are communicated to CPA Australia RTO Personnel through the following methods:</p> <ul style="list-style-type: none"> • Staff Induction Training; • Access to organisational policies and procedures; and • Annual Professional Development Activities. 	<p>CPA Australia RTO Personnel</p>
<p>The selection and recruitment of staff complies with accepted personnel recruitment standards and organisational policies and procedures encompassing the principles of equal employment opportunity and access and equity.</p>	<p>CPA Australia Personnel</p>

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 *CPA Australia RTO Complaints and Appeals Policy*.

Associated Documentation

- Candidate Handbook
- Staff Induction Materials
- CPA Australia Staff Policies and Procedures
- CPA Australia Staff Code of Conduct
- CPA Australia RTO Complaints and Appeals Policy
- CPA Australia RTO Complaints and Appeals Form