



CORP008 - Access & Equity

Policy

Dept/Service: (EC)
Corporate

Version:1.007008
Issued:10/05/2007

Stage: Issued



Objective:

Education Centre Gippsland Ltd (ECG) is committed to achieving best practice in the provision of Education and Training and Employment Services to all members of the community.

Scope:

All ECG operations

Policy Statement:

ECG aims to increase educational and employment opportunities for people who experience disadvantages because of disability, economic hardship, gender, ethnicity or skills and knowledge background.

We provide non-discriminatory access to programs, particularly to disadvantaged client groups such as;

- women,
- Aboriginal and Torres Strait Islanders,
- people of non-English speaking backgrounds,
- people with physical or intellectual disabilities,
- the long term unemployed
- the rurally isolated.

Students / Clients will not be denied access to services where they are deemed eligible for such a service. In the event of a venue being inappropriate for a student with special needs ECG will endeavour to move the activity to another accessible venue.

Our Education and Employment services have criteria's (eligibility criteria / pre-requisites) which govern the course or programme that we offer. Under the Victorian Equal Opportunity Act 1995, this is not deemed to be discriminatory

Strategies to Address Access and Equity:

ECG ensures the following strategies are followed when implementing access & equity.

1. Liaise with relevant community groups to understand learning and employment needs.
2. Establish programs specifically for groups or individuals who experience disadvantage thus providing courses which focus on particular learning styles or cultural needs.
3. Provide professional development for staff to increase awareness of access and equity issues and learning needs of particular groups.
4. Ensure our buildings and facilities are physically accessible for wheelchairs
5. Work towards acquiring assistive technology, to enhance information technology learning, for those with visual or sensory disabilities.
6. Provide information and encouragement to students and pathways for further learning.
7. Liaise with relevant groups to seek support for students with a disability, who require extra individual assistance in a class setting.

8. Offer concessions to anyone who is a full-time student, healthcare card holder or pensioner, in accordance with the Ministerial Guidelines for Fees and Charges.
9. Maintain a student file for each person who records their special needs and a contact person in the event of an emergency.
10. Ensure relevant details are taken on excursions with mobile phone for emergency communication.

ECG's Chief Executive Officer is responsible for ensuring access and equity principles and practices apply within the organisation when dealing with:

- Students and Clients;
- The community;
- Employers;
- Employees;
- Trainees;
- Fee-for-Service Trainees; and,
- Employment Services Clients eg Disability Employment Network

References to Standards:

EO Act 1995:Equal Opportunity Act 1995

0: Equal Opportunity Act 1995

Other Information:

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Template: tpc/dknetgrp1.asp	Author:  Tanya Hayes	DocId 13613	Session: 258532652	Next
Created : 10/05/2007	Completed : 10/05/2007	Thread: 13613	Reviewed: 1/06/2009	Review: 30/08/2009
		Authorised : 10/05/2007	Reviewed: 1/06/2009	Issued : 10/05/2007

Keywords: