

# Just Careers Training – Access and Equity Policy

## *Policy Statement:*

Just Careers Training:

- Acknowledges the diverse nature of its student population and aims to meet the educational needs of all students, irrespective of their background.
- Endeavours to meet the individual needs of trainees through the integration of access and equity principles.
- Endeavour to ensure that equity principles for all students are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination.
- Will make reasonable adjustments to training delivery and assessment to increase opportunities for trainees to participate in their training programs delivered within the vocational education and training system.
- Endeavour to provide training programs that consider the needs of all people within the community.

*Students who would like to discuss their individual study and assessment needs should contact a Branch Manager on the Hotline 1300 558 241 or write to:*

*Just Careers Training Head Office,  
Branch Manager,  
PO Box 55, MANAHAN, NSW 2200.*

*Just Careers Training may request that a student supply evidence of the nature and extent of the disability or special needs.*

*Special needs, options and preferences of each individual student will be discussed during an interview and a plan for delivery of training and assessment prepared based on the student's individual needs.*

***Just Careers Training expresses its commitment to student access and equity by:***

- Ensuring access and equity issues are considered during resource and course development.
- The establishment of non-discriminatory student selection procedures that encourage fair access for members of under-represented groups.
- Providing reasonable adjustments to training delivery and assessment that will support and assist students with a disability or other special requirements to participate fully in the course without disadvantage.

- Ensuring that all trainees have access to education facilities in the region in which they are enrolled.
- Presenting learning materials in a manner that embraces cultural diversity.
- Providing trainees with a variety of options for demonstrating how they meet the required competencies.
- Ensuring that there is a self-paced learning option to cater for Participants with varying time requirements.
- Providing opportunities for re-assessment of Not Yet Competent assessment.

***Just Careers Training demonstrates its commitment by:***

- Interviewing students who express a special need in training delivery and assessment, discussing individual needs, options and preferences and preparing a customised plan for delivery of training and assessment.
- Making reasonable adjustments to the way in which learning materials are supplied to students including learning materials supplied in alternative formats such as; audio tape, large format print, brail, computer disk etc.
- Making reasonable adjustments to the way in which the course is assessed by having provision for oral rather than written questioning and alternative assessment modalities such as audio and videotaped answers.
- The Training Organisation also makes provision for alternative means of assessing the practical components of the course. Students in rural or isolated areas or students with a disability or other special needs have a choice in the way the practical element of their course is assessed.
- The Training Organisation will negotiate reasonable assessment options available for participants with a disability or other special needs if necessary.
- Making Learning Materials available for external study in a written or on-line format that enables students' access to the information, regardless of their location.
- Making available alternative format for students who do not have the hardware and software capabilities required for our online learning platform.
- Providing all students ongoing access to support services in more than one ways
- Providing additional support and opportunities for re-assessment for students assessed as Not Yet Competent.
- Utilising a broad student selection criterion. Ensuring that staff is appropriately informed and aware of access and equity issues.