

Access and Equity Policy and Procedure

1. Policy

Print Training Australia (PTA) shall ensure that its services provide access to and equity for all participants and potential participants and that Print Training Australia's policies and procedures are fair and do not discriminate against any person as required by legislation.

This policy and procedure define how PTA provides inclusive training services and a learning environment that is free from discrimination, harassment and victimisation and one in which participant opportunities for successful completion are optimised.

Where Print Training Australia cannot meet individual participant's needs and believes it cannot offer participants the best service possible, it will refer them to another training provider.

2. Related Standards

2.1 Standards 1.7, 7.5 and 8.5

3. Purpose

3.1 The purpose of this policy and procedure is to outline how Print Training Australia responds to participant's individual needs—considering factors such as age, religion, gender, cultural or ethnic background, impairment, sexuality, language proficiency, literacy or numeracy level, unemployment, imprisonment, or remote location—that may otherwise create barriers to accessing the College's programs or achieving successful training outcomes. In alignment with this purpose, this policy also ensures that Print Training Australia complies with the principles of access and equity while providing clear guidelines for its employees to follow.

4. General Guidelines

4.1 Print Training Australia is committed to ensuring that all eligible participants have access to training opportunities. The RTO applies easily defined and tangible rules in support of access and equity, namely:

- All employees are given fair and reasonable opportunity to participate in relevant decision-making processes and the allocation of resources and services as required to fulfil their duties and responsibilities.
- All participants are given fair and reasonable opportunity to attend and complete their training within expected and agreed timeframes.
- Direct or indirect discrimination is not tolerated and will lead to disciplinary action of the offender if proved.

5. Responsibility

5.1 All employees of Print Training Australia.

5.2 The CEO is responsible for compliance and implementation with this policy.

6. Definitions

6.1 Access – Appropriate access to training programs and related services

Equity – Ensuring that services offered take into account the varying needs of participants

Discrimination – Takes place where a person is treated less favourably or potentially may be treated less favourably than others, because of their circumstances, characteristics or beliefs.

7. References

RTOs must comply with the following Commonwealth anti-discrimination legislation:

- Standards for RTOs 2015
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Work Place Gender Equality Act 2012
- Fair Work Act 2009

In addition to this, the following State legislation must be adhered to;

- 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 2010 (VIC)
- Western Australia Equal Opportunity Act 1984 (WA)

8. Procedures

No procedures are directly attached to this policy, however all policies and procedures are subject to compliance with this policy.

See also:

- Complaints and appeals policy
- Policy development policy
- Print Training Australia Staff Induction procedures
- Training and assessment policy
- Student recruitment, selection and induction

9. Associated Work Instructions

Not applicable

10. Related Documents

AR001_S Records Management Policy & Procedure

GR001_PTA Fees, Credits & Refund Policy

GR004 Participant Withdrawal Policy & Procedure

MR001_S Marketing Policies & Procedures

PR001 EEO and Workplace Behaviour Policy & Procedures

PTA Participant Handbook

11. Authority

11.1 CEO

12. Review

12.1 24 months from release or as required

13. Amendment Schedule

13.1 This table detailing any changes made to the policy between review dates.

Date	Modification	Detail	By
05/01/2017	Update	Update to reflect current position titles	General Manager – Educational Support
11/02/2025	Cyclical review and corrections	Correction made to remove references of CLB Training and Development to include Humangement Pty Ltd. Replaced references of SNR to Standards for RTOs in the section “Related Standards”. Updated policy purpose with the inclusion of access and equity for both participants and staff. Included “References” with updated legislations.	Group Compliance Manager