

<h1>Access and Equity Policy</h1>		BCA National Policy Manual	
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1. Purpose

Through this policy we are committed to providing opportunities to all people for advancement in training on an equitable basis, including women where under-represented, people with disabilities, people from non-English speaking backgrounds, Indigenous Australians and rural and remote learners.

2. Policy Statement

BCA National Training Group (BCA National) will ensure that access and / or selection criteria are non-discriminatory, providing fair access to training for disadvantaged people.

Every student who meets the entry requirements if applicable as prescribed by the appropriate National Training Package may be accepted into any program within our scope of registration.

All staff and students, in their induction to our organisation or into a training program will be made aware of our access and equity policy.

- We endorse the national equity strategy by incorporating the principles of equity into all programs;
- All of our staff are instructed in their responsibilities regarding access and equity principles;
- All students have equitable access to all programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities;
- Some training programs offered may have limited number of places available and these will be filled in a chronological order upon completion of enrolment; and
- Enrolment procedures will be free of any form of discrimination, and if an individual does not meet the entry requirements, all attempts will be made to assist them to identify all alternative courses of action.
- Any student who feels they have experienced discrimination in any form is able to appeal without fear using the BCA National Complaints Process.

BCA National complies with the NSW Charter for Equity in Education and Training, which states, in part, that "education is the foundation of an informed and just society, the key to overcoming social inequality and to achieving its social justice objectives", and that "everyone is entitled to high quality education and training programs that provide recognised credentials and clear pathways to employment and lifelong learning. The outcomes of education and training should not depend on factors beyond the learner's control or influence".

BCA National complies with and applies across our operations the Community Relations Commission and Principles of Multiculturalism Act 2000 (NSW), which states, in part, that "all institutions of New South Wales should recognise the linguistic and cultural assets in the population of New South Wales as a valuable resource and promote this resource to maximise the development of the State".

BCA National applies these principles in all states and territories in which we train.

BCA National will not discriminate against staff or clients on the basis of race, gender, sexual preference, belief, or age.

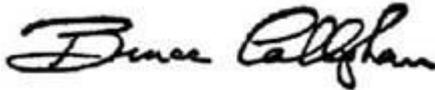
BCA National will work with the client(s), during the planning and delivery of courses, to ensure that, learners with disabilities are able participate in the courses

3. Responsibility

- All staff

4. Related documents and forms

- BCAP0116 Quality Assurance System

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<i>Approved by</i>	Bruce Callaghan	Date: 19/01/2017
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