

## 2. Access and Equity to Training and Assessment Services

### RTO Policy

#### Purpose

To state the Department's commitment to access and equity in the provision of fire training and assessment services.

#### Compliance with AQTF RTO Standards 2005

This policy relates to Standard 6.1.

#### Scope

The Department provides training and assessment services to staff from the Networked Emergency Organisation, comprising DSE, DPI, Parks Victoria and VicForests, together with contract staff, the media and occasionally, member of other fire agencies. The primary purpose of training is to provide sufficient numbers of staff to enable DSE to meet its fire and emergency management responsibilities.

The Department does not provide training and assessment services to members of the public.

The Department as an RTO is constrained by the recruitment policies of DSE, DPI, Parks Victoria, VicForests and other agencies that it contracts to deliver fire and emergency services.

#### Definitions

**Access and equity** refers to a policy or set of strategies to make vocational education and training available to all members of the community, to increase participation and to improve outcomes, particularly focussing on those groups that have been traditionally under-represented, especially women, indigenous Australians, people with a disability, people from a non English-speaking background, and people from rural and remote areas.

Access relates to a decision or action that an employee considers in breach of an Act, infringes the principles of merit and equity or is otherwise unfair or unreasonable.

#### Policy Statement

1. The Department will ensure that all staff have equitable access to the benefits of training and assessment, irrespective of their sex, age, race, religion, cultural or linguistic background, marital status, location, socio-economic status, disability, sexual preference, family responsibility or political conviction.

2. The Department and its RTO staff will actively encourage participation in fire training and assessment activities by people from specific client groups such as Aboriginal and Torres Strait Islanders, people from diverse backgrounds, people with disabilities and women.
3. The Department's corporate human resource management policies regarding harassment and bullying apply to the Department as an RTO. RTO staff are responsible for ensuring that these corporate policies are adhered to in all training and assessment activities.
4. RTO staff will ensure that the language, literacy and numeracy requirements of assessments are not greater than the performance requirements of the specific competencies being assessed. Language, literacy and numeracy assistance shall be provided where appropriate.
5. The Department does not conduct training and assessment in languages other than English.
6. The planning of training and assessment services will include consideration of the needs of persons from specific client groups, as in point 1 above, and take into account the need for flexibility in assessments in order to meet the requirements of point 4 above.
7. Adherence to this policy will be reviewed at least annually by the Fire Training Advisory Committee, who will seek feedback from clients on compliance and will use this feedback to make amendments to the policy.

Refer to attached feedback form.

8. The ***RTO Policy – Complaints and appeals*** applies in this context.

### **Responsibilities**

The Manager Fire Training is responsible for authorising this policy and seeing that it is adhered to.

### **Legislative Context**

Refer to ***RTO Policy – Key legislation***

### **Associated Documents**

#### ***RTO Policy – Complaints and appeals***

Inform People Centre Link: <http://inform/intranet/wcmn101.nsf/childdocs/-9D9CA41215C9ED46CA256F2600176A09?open>

**FIRE TRAINING FEEDBACK FORM- ACCESS AND EQUITY**

**Please complete and return to the Manager, Fire Training.**

**Please provide advice regarding whether or not DSE’s policy directives, regarding access and equity in fire training, are being followed.**

**Please add comment as required.**

| <b>Policy position</b>  | <b>Does DSE comply? Circle Yes/No.<br/>Add comment if necessary</b> |
|---|---|
| 1. The Department will ensure that all staff have equitable access to the benefits of training and assessment, irrespective of their sex, age, race, religion, culture, linguistic background, marital status, location, socio-economic status, disability, sexual preference, family responsibility or political conviction.   | <b>Yes/No</b><br><br><b>Comment:</b>                                |
| 2. The Department and its RTO staff will actively encourage participation in fire training and assessment activities by people from specific client groups such as Aboriginal and Torres Strait Islanders, people from diverse backgrounds, people with disabilities and women.   | <b>Yes/No</b><br><br><b>Comment:</b>                                |
| 3. The Department’s corporate policy regarding Occupational Health and Safety, anti-discrimination, equal opportunity, racial vilification, disability discrimination, workplace harassment, victimisation and bullying applies to the Department as an RTO. RTO staff are responsible for ensuring that this corporate policy is adhered to in all training and assessment activities. | <b>Yes/No</b><br><br><b>Comment:</b>                                |
| 4. RTO staff will ensure that the language, literacy and numeracy requirements of assessments are not greater than the performance requirements of the specific competencies being assessed. Language, literacy and numeracy assistance shall be provided where appropriate.  | <b>Yes/No</b><br><br><b>Comment:</b>                                |

**OTHER COMMENT RE POLICY ADHERENCE:**