



PSAEP01 Access and Equity Policy

Policy Objective

1. Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia aims to contribute to the open and equitable access to vocational education and training for individuals through processes and procedures that ensure access and equity with respect for diversity. Clients will be informed about the training, assessment and support services to be provided and their rights and obligations, prior to entering into agreements or enrolment through the provision of the client handbook. When a learner has declared a disability, particular attention is required due to Commonwealth and State legislative requirements. To ensure all learners have an opportunity to access education, Pivot Institute and Mine Training Australia will implement reasonable adjustment where appropriate.

Scope

2. The Chief Executive Officer is appointed as the Client Equity Officer of Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia.
 - a. The Chief Executive Officer is to ensure all staff act in accordance with Code of Practice and all clients are made aware of their rights and responsibilities.

Procedure

3. Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia will ensure commitment to legislation relevant to access, equity and diversity including:
 - a. Anti-discrimination Act (1991) Australia
 - b. Disability Discrimination Act (1992) Commonwealth
 - c. Multicultural Australia Policy (1988)
 - d. National Strategy for the Education of Aboriginal and Torres Strait Island People 1996-2002
 - e. Racial Discrimination Act (1975) Commonwealth
 - f. Sex Discrimination Act (1984) Commonwealth
 - g. Disability Standards for Education (2005) (DSE)
 - h. Equal Opportunity Act (1981) Western Australia

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Discrimination

4. Discrimination in the workplace takes place when a person is treated less favourably, or potentially may be treated less favourably than others, because of that person's circumstances, characteristics or beliefs.

Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia is an equal opportunity employer and training provider and aims to eliminate, so far as is possible, discrimination against persons on the grounds of sex, marital status, pregnancy, family responsibility or family status, race, religious or political conviction, impairment, age or gender history.

Direct Discrimination

5. Direct discrimination includes actions by individuals and organisations, and takes place when a person or organisation or group of persons, is treated less fairly than others on the basis of stereotyped beliefs or views.

Indirect Discrimination

6. Indirect discrimination includes rules, practices or policies which appear to be non-discriminatory and equally applicable, but operate in such a way that certain groups of people are excluded without just cause.

Guidelines

7. Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia will apply easily defined and tangible rules in support of access and equity, namely:
 - a. All staff are to be 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
 - b. All clients are to be given fair and reasonable opportunity to attend and complete training.
 - c. All perceived deficiencies in the Access and Equity Policy are to be documented. Deficiencies are to be investigated to determine whether a problem or policy discrepancy exists, and if so, the impact of that deficiency, how the policy should be amended to eliminate the deficiency and whether the suggested amendment is consistent with a 'best practice strategy'

Reasonable adjustment

8. Where a learner has declared a disability, the following steps should be taken:
 - a. Discussion regarding any limitations and appropriate learning strategies
 - b. If necessary, reasonable adjustment will be applied and given in writing to the learner.
 - c. If Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia is unable to offer reasonable adjustment, the reason will be provided in writing and the learner will be assisted in finding an alternate provider to meet their training needs.

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Resources

9. Resources available:
 - a. Australian Human Rights and Equal Opportunity Commission- <https://humanrights.gov.au/>
 - b. Western Australian Equal Opportunity Commission- <https://www.wa.gov.au/organisation/equal-opportunity-commission>
 - c. Department of Education, Skills and Employment- <https://www.dese.gov.au/>
 - d. National Centre for Vocational Education Research- <https://www.ncver.edu.au/>
 - e. Reasonable Adjustment and Inclusive Practice (TAC fact sheet)- <https://www.tac.wa.gov.au/Pages/Reasonable-Adjustment-and-Inclusive-Practice.aspx>
 - f. Assessment in the VET Sector (DTWD booklet) <https://www.dtwd.wa.gov.au/>
 - g. Department of Mines, Industry Regulation and Safety (Work Health and Safety Regulations) <https://www.dmirs.wa.gov.au/safety-regulation/work-health-and-safety-laws/introduction-whs-laws/introduction-whs-laws/work>

Equal Opportunity Legislation

10. There are laws to protect those involved in the training system. This legislation makes discrimination and harassment in the provision of education, employment and the provision of goods and services unlawful.
11. Details concerning the scope of Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia's Access and Equity Policy are to be clearly displayed via the Client Handbook and contained within the Code of Practice.

Safe Working Environment

12. Access to a safe work / training environment is a high priority for the Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia. All training rooms and environments are assessed to ensure that they meet appropriate safety standards.

Student Selection / Acceptance

13. Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia is committed to ensuring that all student selection processes are fair, equitable and consistent with workplace performance, competency level and the Training Package requirements. Therefore, acceptance into The Pivot Institute and Mine Training Australia's programs is based upon the applicant student:
 - a. Satisfying appropriate funding body entry criteria
 - b. Meeting any pre-requisite qualifications or work experience
 - c. Meeting entry LLN requirements for the program

Student Enrolment

14. Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia is committed to the enrolment of students when the organisation has the capacity to deliver the course for which the student is enrolling and where the student has:
 - a. Applied in the prescribed manner

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- b. Meets the selection requirements for the relevant course
- c. Meets the selection criteria for the course, or have satisfied the Director of their equivalent qualification or experience to undertake the course
- d. Supplied accurate personal and previous qualification information
- e. Agreed to abide by the organisation's policies, procedures and code of conduct
- f. Paid the prescribed fees

Equity and Access

- 15. Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia is committed to providing support services and equal access to opportunities for students with a disability, in accordance with the provisions of the Disability Discrimination Act (1992), Disability Standards for Education (2005) and the Equal Opportunity Act (1981).
- 16. Pivot Solutions Pty Ltd trading as The Pivot Institute and Mine Training Australia shall always respect a student's right to privacy and confidentiality in relation to their disability and be sensitive to the needs of students with a disability.
- 17. Students with a disability are required to have the ability to fulfil the core requirements and satisfactorily complete competencies / learning outcomes within all courses to attain the relevant award. However, it is recognised that flexibility in arrangements may need to be implemented. Such arrangements may be negotiated with the Chief Executive Officer.

Approved by:

Elisa Uyen
 Chief Executive Officer
 Pivot Solutions Pty Ltd

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