

# Job Training Institute (JTI) Access and Equity Policy

## 1. Policy

As a registered training organisation (RTO) delivering nationally recognised training programs, JTI accepts its responsibility to deliver training and assessment in a fair, inclusive, and equitable manner. This policy ensures compliance with the ASQA 2025 Outcome Standards, Standards for RTOs 2015, the ESOS Act 2000, ESOS Regulations 2019, and the National Code 2018.

JTI will ensure the following:

- All staff are made aware of access and equity principles at induction
- All students are made aware of access and equity principles at orientation and the complaints resolution process
- An environment of support and care that encourages cultural understanding and sensitivity
- Early identification and intervention for students requiring support
- Access and equity regulations are considered when developing new products, policies, practices, systems, and procedures
- Appropriate counselling and training for employees providing services to under-represented groups
- Ongoing commitment to eliminate access and equity barriers
- Liaison with disability and cultural support groups to ensure needs can be met
- Provision of support and tutorial assistance for students encountering learning difficulties
- Regular review of access and equity policies to ensure compliance with legislation, student needs, and community expectations
- Students are encouraged to disclose language, literacy, numeracy, or special needs so tailored support may be provided.

## 2. Principle

JTI is committed to providing non-discriminatory, inclusive practices that provide equal opportunities for all students and staff to achieve their outcomes. Decision-making processes must reflect this commitment.

## 3. Scope

This policy applies to all students (domestic and overseas/CRICOS), staff, contractors, volunteers, and visitors engaged with JTI.

## 4. Legislative Obligations

This policy acknowledges JTI's obligations under relevant laws including:

- Anti-Discrimination Act 1997
- Age Discrimination Act 2004

- Disability Discrimination Act 1992 (and Disability Standards for Education 2005)
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Fair Work Act 2009
- Privacy Act 1988
- ESOS Act 2000 & National Code 2018
- Standards for RTOs 2015 and ASQA 2025 Outcome Standards.

## 5. Procedures

- Recruitment, admissions, and enrolment processes are free from discrimination.
- Entry criteria for all courses are published, with access and equity considered.
- Applicants are provided information and support to make informed course choices.
- Staff and students are briefed on access and equity at orientation.
- Reasonable adjustments and support services are provided to students with special needs.

## 6. Support Services

JTI provides specialised services, or arranges referrals, for students with disabilities, Indigenous students, students from culturally and linguistically diverse backgrounds, and mature-age learners. Support may include assistive technology, flexible assessments, literacy/numeracy assistance, counselling, and additional tutorials.

## 7. Facilities Access

Campus facilities are regularly reviewed to ensure compliance with accessibility requirements. Staff must provide assistance where needed, and adjustments are made before students commence courses.

## 8. Reasonable Adjustment

Reasonable adjustments are modifications to learning or assessment to allow students with disabilities to participate equally. Adjustments must not compromise the integrity of training outcomes or safety. Factors include the nature of disability, student preferences, fairness to all parties, and resource implications.

## 9. Continuous Improvement

Access and equity practices are reviewed annually and whenever legislative or regulatory changes occur. Student and staff feedback informs improvements.