



Access and Equity Policy

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1. PURPOSE

- 1.1. This document specifies the access and equity policy of Opulence College (the College).
- 1.2. It aims to guide the College's practices to ensure that all learners can enjoy full access to the College's vocational education and training.

2. SCOPE

- 2.1. This document applies to all College staff and learners.

3. POLICY STATEMENT

3.1. The College:

- a) Ensures that its training and assessment services are responsive to the individual needs of learners whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, employment status, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.
- b) Ensures that training and assessment services are delivered in a non-discriminatory, open, and respectful manner.
- c) Ensures that staff are appropriately knowledgeable and skilled in access and equity issues, including cultural awareness and sensitivity to the requirements of clients with special needs.
- d) Ensures that College facilities will provide reasonable access to learners of all levels of mobility and physical and intellectual capacity within the limitations of the facilities currently available. Learners who have specific access requirements that cannot be met will be advised to identify another training provider that will meet their access requirements.
- e) Conducts learner selection in a manner that includes and reflects the diverse client population.
- f) Actively encourages the enrolment and attendance of learners from traditionally disadvantaged groups and actively assists those most disadvantaged.
- g) Provides culturally inclusive language, literacy, and numeracy advice.
- h) Provides assistance to learners in meeting their individual training goals.
- i) Is accountable for its performance in adhering to the principles of this policy and welcomes any feedback as part of its continuous improvement practices.
- j) Staff and learners are required to comply with access and equity requirements at all times.
- k) More information is available in the College's Reasonable Adjustment Policy and Procedure and Prospective Learner Academic Suitability Policy and Procedure at opc.edu.au/policies.

4. RESPONSIBILITIES

- 4.1. Opulence College implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

R - Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

A - Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

S - Support – the person who provides support during the implementation of the process.

C - Consulted – the person who can provide valuable advice or consultation for the process.

I - Informed – the person who should be informed about the process.

	CEO	Director	College Manager	Compliance Officer	Student Support Officer	Trainers & Assessors
R			X			
A	X	X				
S					X	X
C				X		
I						

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