



ACCESS AND EQUITY POLICY

Policy Statement

Firetrain is committed to provide to all staff, students and potential students, regardless of gender, sexuality, race, nationality, ethnic background, age, marital status, religion, pregnancy, political convictions, physical disability or intellectual impairment, a workplace and learning environment free from discrimination, harassment bullying and vilification and is supportive of the specific needs of individuals.

Firetrain is committed to applying access and equity principles to all students by providing timely and appropriate information, advice and support to assist them achieve their outcomes. Firetrain will actively work to identify and address the needs of students who might be disadvantaged, ensuring fair and equitable opportunities to access our training and assessment services.

Principles

Access and Equity principles include:

- Equity for all people through the fair and appropriate allocation of resources
- Equality of opportunity for all people without discrimination
- Access for all people to appropriate quality training and assessment services, and
- Increased opportunity for people to participate in training.

Disadvantaged groups include but not limited to the following groups

- People with a disability
- People of Aboriginal and Torres Strait Islander descent
- Language other than English spoken at home
- People from rural and remote areas
- Women

All clients/students are provided with information on course requirements and outcomes prior to enrolment. Students are required to disclose any support needs or requirements related to training and assessment processes and communicate any concerns or issues regarding access and equity with booking confirmation.

Firetrain personnel:

- are aware and informed of equal opportunity guidelines and dispute resolution processes and procedures
- will document and implement reasonable adjustments as necessary to ensure delivery and assessment of the training will meet individual student needs
- ensure all practices are free from discrimination
- at all times deliver training and assessment practices that are relevant, accessible, fair, flexible and inclusive to diverse learner groups.

Firetrain has the responsibility to ensure that:

- clients and students are provided with adequate information and support to enable them to make informed decisions on the suitability of this course of training
- ensure that should concerns, complaints or grievances be raised they are treated with respect and not discriminated against



- provide students with a fair and equitable Complaints and Appeals procedure either at the training location or via Firetrain office upon request
- provide clients/students with relevant policies, procedures and course information prior to enrolment via request from the Firetrain office
- administration staff will endeavour to ascertain students LLN information prior to course commencement
- LLN needs are identified and developed within the course materials and assessment tools by qualified Trainer/ Assessors e.g. large print documents, verbalise written assessments
- in the event a Trainer /Assessor identifies students with LLN difficulties, they implement appropriate strategies to assist them with their learning
- students or potential students who have been identified as requiring support services and/or LLN support are not discriminated
- students are provided with sufficient educational and support services to meet the individual needs of the student
- the confidentiality of students who require additional support services and appropriate strategies are in accordance with our Privacy Policy
- gather feedback from clients and students regarding the enrolment, support services, training delivered and assessment process to identify areas for improvement.

Physical Ability

This course requires a specific physical ability essential for meeting learning outcomes and industry standards. These may include:

Manual dexterity – handling equipment

Physical strength and endurance – lifting, moving or holding equipment as required

Mobility – navigating physical spaces and environments

Coordination – coordinating physical actions and movements.

Clients/Students may need to declare their physical abilities. Should they be unable to meet these requirements due to physical inability, they may not be able to enrol in this course of training. However, reasonable adjustments will be considered where possible to support their participation.

Students under the age of 18

Firetrain commit to ensure the safety, wellbeing and support of Students under 18 years of age enrolled to participate in a course of training with Firetrain.

Should a Student, under the age of 18, be identified by the Employer, Firetrain Training Coordinator or the Firetrain Trainer/Assessor as requiring additional assistance or support to achieve the outcomes of the Unit of Competency, this Policy will apply.

Firetrain will ensure that training is delivered, with reasonable adjustment for this cohort if required, and is conducted in accordance with the Principles of Assessment processes e.g. fair, flexible, valid and reliable, and in accordance with the Rules of Evidence e.g. valid, sufficient, authentic and current.



Bullying and Harassment

In accordance with legislation and Firetrain's commitment to providing a safe learning environment, harassment, bullying and intimidation, including sexual harassment, will not be tolerated. Students are encouraged to speak to their trainer, Firetrain Training Coordinator and/or their Employer with any concerns. Reported cases will be taken seriously and investigated thoroughly.

Limits of Adjustments

Firetrain is committed to providing reasonable adjustments where possible, however, there may be limits to what can be accommodated without compromising the course's essential requirement or industry standards.

Depending on the individual case Firetrain may exclude training and assessment services based on the following:

- Where alteration is required of the fundamental nature of the course or learning outcomes
- Students require the program including training and assessment resources to be written and delivered in a language other than English
- The student needs require the Firetrain to obtain special support services and/or facilities where they would experience unjustifiable hardship due to obtaining such services and/or facilities
- Where it is proven that a person's disability could cause safety risks to themselves and/or others

In the case of inclement weather and the practical demonstration and practical assessment cannot be delivered, an alternate training date is to be arranged with the client.

Opportunities to undertake training and/or employment with Firetrain will not be restricted on grounds of nationality, place of birth, language, age, sex or educational background. While reserving the right to employ the person considered "best suited" to the position, Firetrain are aware of issues pertaining to *disadvantaged groups and consideration will be given to such issues during the selection process.

Any breach of this policy or others relevant to this policy must be reported immediately to the Firetrain Director.

This Policy will be reviewed periodically in accordance with Standards for RTO's 2025.