

Access and Equity

Blueprint Career Development

1 Policy

Blueprint Career Development commits to ethical and responsible recruitment of staff and learners, ensuring compliance with Equal Employment Opportunity, Anti-Discrimination, and Disability Discrimination legislation. Recruitment practices will align with the Australian Skills Quality Authority (ASQA) and National Training Package requirements, where applicable.

Blueprint Career Development endorses the principles of access and equity through:

- Ensuring equitable allocation of resources and involvement in vocational education and training.
- Providing access and opportunities for all individuals to quality vocational education and training without discrimination.
- Enhancing stakeholder participation in decision-making processes within our organisation and services.

2 Purpose

Blueprint Career Development is dedicated to integrating access and equity principles to meet the needs of learners, staff, and stakeholders. This commitment aligns with the Equal Employment Opportunity and Anti-Discrimination Act 1987, Anti-Discrimination Act 1991, and Disability Discrimination Act 1992.

3 Scope

This policy applies to all Blueprint Career Development staff, including contractors, consultants, trainers, assessors, co-providers, partners, as well as existing and potential students.

4 Procedure

Language & Literacy Skills

- Staff must observe, identify, and act promptly when a student faces language, literacy, or numeracy challenges.
- Maintain the confidentiality of a student's language, literacy, or numeracy issues except when necessary to provide support.
- Avoid making discriminatory or judgmental remarks based on language, literacy, or numeracy skills.
- Counsel students with language, literacy, or numeracy problems regarding their training program's impact.
- Offer recommendations for assistance, additional training, mentoring, and support to students facing these issues.
- If a student refuse recommended support and management determines they are unlikely to complete the course successfully, Blueprint Career Development reserves the right to deny enrolment to protect the student's financial interests.
- Monitor the effectiveness of any support programs for students with language, literacy, or numeracy needs.
- Ensure staff awareness of available courses for students with these challenges.
- Reinforce organisational policy through discussions if inappropriate behaviour is observed.

Students with Disabilities

- Treat all students, including those with disabilities, with dignity and ensure they can participate equally in education and training.
- Make 'reasonable adjustments' to support students with disabilities, ensuring they can participate on the same basis as other students.
- Reasonable adjustments will consider the student's needs, preferred adjustments, previously provided adjustments, and recommended alternatives.
- Engage students in deciding on reasonable adjustments.
- Adjustments should not give an advantage over others, alter course standards or outcomes, or exempt students from following rules.

Examples of reasonable adjustments:

- Learning materials in alternative formats (e.g., audio, electronic)
- Access to specialised software or equipment
- Assistance from support persons (e.g., note-takers, sign language interpreters)
- Extra time for assessments.
- Inform students about processes for determining if an adjustment causes unjustifiable hardship to Blueprint.

Responsibilities

- Provide information on rights and responsibilities, including this policy.
- Maintain confidentiality of disclosures and requests for assistance unless legally required or necessary to prevent harm.
- Provide a “Consent to release information” form for students requiring third-party assistance.

Student Responsibilities

- Understand the course requirements before enrolment.
- Discuss their needs and request assistance regarding their disability.
- Sign a “Consent to release information” form if needed.
- Understand any professional association, registration, or industry licenses relevant to the training.
- Recognise that organising reasonable adjustments may require time and multiple meetings.

Training of staff in the principles of Access and Equity

- Ensure all staff have access to the Access and Equity Policy.
- Include the policy in staff inductions and provide training as needed.
- Address breaches through counselling and, if necessary, further training or disciplinary action.
- Keep staff informed of policy changes and encourage suggestions for improvement.