

Access & Equity Policy

Civmec Training is committed to providing a quality training service and promoting a fair and equitable environment for its staff and its clients. This policy applies to all current and prospective RTO staff and learners and should be read in conjunction with the Complaints and Appeals Policy.

Civmec Training's policies and approaches are aimed at ensuring training and assessment is responsive to the individual needs of the learner and is free from bias or discrimination. It provides individuals with the opportunity to access, participate in and achieve outcomes of vocational education and training.

Inclusivity is incorporated into our learning culture and this is reflected through a positive learning environment.

Civmec Training aims to promote a positive learning environment where it is recognised that there will be individual differences and learners with particular needs. These needs will be acknowledged, respected and valued and confidentiality will be maintained at all times.

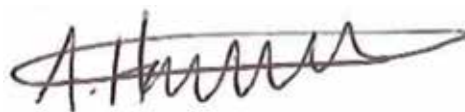
All learners will be made to feel welcome, supported and will have the opportunity to participate and achieve. Learners will be advised of course information; vocational outcomes; any fees or charges; language, literacy and numeracy support; and Complaints and Appeals procedure prior to enrolment. These will be contained in the Code of Practice and enrolment information sent to learners.

Enrolment procedures will be free of any form of discrimination, and if any individual does not meet the entry requirement, all attempts will be made to assist them to identify all alternative courses of action.

This policy will be reviewed every 2 years.



Patrick Tallon
Chief Executive Officer
Civmec Construction and Engineering
June 2015



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June 2015