

# Wesley Health Management

## Access and Equity Policy

### **PURPOSE:**

1. This Access and Equity Policy is based on providing and maintaining training services that reflect fair and reasonable opportunity, and consideration for all students and staff, regardless of race, colour, religion, gender or physical disability, regardless of the prevailing community values.

### **SCOPE**

2. At Wesley Health Management the Operations Manager is appointed as the Client Equity Officer.

The Training Manager and Operations Manager are to ensure all staff act in accordance with the Wesley Health Management Code of Practice and all clients are made aware of their rights and responsibilities.

### **PROCEDURE:**

3. Wesley Health Management is an equal opportunity employer and as such does not discriminate against, or favour target groups in either recruiting or training. Target Groups are defined as:
  - a. Aboriginal and Torres Strait Islanders;
  - b. People with a disability;
  - c. People from non-English speaking backgrounds;
  - d. People in transition and other special groups (ie people re-entering the workforce, long term unemployed, sole parents, people with literacy problems, and those who have been institutionalised);
  - e. Women; and
  - f. People from regionally isolated communities.
4. Wesley Health Management will apply easily defined and tangible rules in support of access and equity, namely;
  - a. All staff are to be given fair and reasonable opportunity to participate in relevant decision making processes and the allocation of resources and services as required to fulfil their duties and responsibilities.
  - b. All clients are to be given fair and reasonable opportunity to attend and complete training.
  - c. Issues and actionables are logged in the CRM and tracked under 'Continuous Improvement'. Cases are generated and completed in a rolling fashion.
  - d. All perceived deficiencies in the Access and Equity Policy are to be documented. Deficiencies are to be investigated to determine whether a problem or policy discrepancy exists, and if so, the impact of that deficiency, how the policy should be amended to eliminate the deficiency and whether the suggested amendment is consistent with a 'best practice strategy'. This will be recorded via a 'Case' via the Wesley CRM.

5. Resources available:
  - a. Training Information Centre
  - b. Australian Human Rights and Equal Opportunity Commission
  - c. Occupational Health and Safety
  - d. WA Equal Opportunity Commission
  - e. Department of Education Employment and Workplace Relations
  - f. National Centre for Vocational Education Research
  - g. Job Network Information Line
  - h. Department of Immigration
6. ASQA identifies, analyses and evaluates risks to maintain quality in accordance with the VET quality framework, and the Wesley Access and Equity Policy must also comply with any ASQA regulations.
7. The State Training Act regulates the employment and training of apprentices and industrial trainees. (Not applicable to Wesley Health Management).

#### **EQUAL OPPORTUNITY LEGISLATION**

8. There are laws to protect those involved in the training system. This legislation makes discrimination and harassment in the provision of education, employment and the provision of goods and services unlawful. Examples of Commonwealth equal opportunity legislation are the:
  - a. Racial Discrimination Act 1975 (Suspended in 2007)
  - b. Sex Discrimination Act 1984
  - c. Disability Discrimination Act 1992
9. We abide by the relevant legislation regarding EOL in each state of Australia.
10. Details concerning the scope of Wesley Health Management Access and Equity Policy are to be clearly displayed throughout the Wesley Health Management organisation and contained within the Wesley Health Management Code of Practice.
11. Access to a safe work/training environment is a high priority for Wesley Health Management. OH&S Instructions for each training location will be recorded and evaluated. Any issues highlighted are to be documented in the CRM under AAA – OH&S. Issues are to be minimised or rectified in accordance with relevant OHS legislation.