

# Access, Equity and Student Welfare Policy



## PURPOSE

Blue Dog Training is committed to maintaining an inclusive and diverse workforce and a positive learning environment for students that promotes equality, is free from discrimination and harassment, and is supportive of the specific needs of individuals.

## PRINCIPLES

Access and equity means policies and approaches aimed at ensuring that vocational education and training (VET) is responsive to the individual needs of all students including those whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.

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 the following groups who traditionally have been under-represented in VET:

- ✓ People with a disability
- ✓ People of non-English speaking background
- ✓ Aboriginal and Torres Strait Islanders

If a student requires personal support for any issue impacting on their education and training, Blue Dog Training will endeavour to help them.

## INCLUSIVE LEARNING

Inclusive learning is about a fair go for everyone. Everyone has a right to learn, everyone can learn, but many people do not get fair access to learning opportunities.

<p><b>EVERYONE LEARNS DIFFERENTLY</b></p> <p>Everyone can learn. Good trainers partner with student to empower them to achieve to their potential. Blue Dog Training trainers ensure students feel connected, supported and valued as individuals and as part of the community of students.</p>	<p><b>STUDENTS BRING EXISTING KNOWLEDGE &amp; SKILLS</b></p> <p>Blue Dog Training trainers ensure teaching and learning activities have contextual application and relevance. Learning is productive, meaningful and engaging and builds on the student's existing capabilities.</p>
<p><b>FIVE CORE SKILLS UNDERPIN ALL LEARNING</b></p> <p>The skills of oral communication, reading, writing, numeracy and learning need special attention. Blue Dog Training trainers actively recognise the need for student to continually update and build core skills for new contexts and are supported to identify and action student skills gaps.</p>	<p><b>BEING INCLUSIVE IS EVERYONE'S RESPONSIBILITY</b></p> <p>Blue Dog Training trainers use a variety of training methods, encourage respectful interaction, seek feedback from students, collaborate with specialists when they need extra help and continually update their skills.</p>

## Understand Differences in the Student Cohort

**Blue Dog Training** ensures it understands the vocational aspirations and support needs of students prior to enrolment to ensure they are enrolled in the right level course and have the right mix of supports available to help them succeed. This includes the use of pre-enrolment reviews and guidance to students as well as Language, Literacy and Numeracy (LL&N) assessments.

All **Blue Dog Training** trainers have access to information on student diversity.

## Access skills and expertise in addressing difference

Introductory inclusive learning skills are embedded in **Blue Dog Training** personnel induction programs and ongoing professional development on inclusive learning is supported.

## Listen to the Student

**Blue Dog Training** ensures it is collecting the perspectives of students, considering student views in the way courses are organised and support is provided.

## Help students choose an appropriate learning pathway

**Blue Dog Training** provides students with flexible options, advice and guidance on the best pathway towards their vocational outcome and allows a diverse range of students to access the training.

All Students are provided with information and guidance on course requirements and outcomes prior to enrolment.

## Develop the core skills of students

All **Blue Dog Training** trainers have the basic knowledge they need to identify and respond to language, literacy and numeracy needs. All trainers hold the unit of competency - *TAELLN411 Address adult language, literacy and numeracy skills*.

## Provide support to students

**Blue Dog Training** determines the support needs of individual students and provides access to the educational and support services necessary for the individual student to meet the requirements of the training product as specified in training packages or VET [vocational education and training] accredited courses.

To maximise the chance of a student successfully completing their training, **Blue Dog Training**

- ✓ Identifies any support individual students need prior to their enrolment or commencement (whichever is the earliest)
- ✓ provides access to the required support throughout their training.

This may include providing support through:

- ✓ LLN support
- ✓ additional one on one support from a trainer
- ✓ other mechanisms, such as assistance in using technology for online delivery components.

If this support attracts an additional cost to the student **Blue Dog Training** will provide this information prior to the student enrolling.

## REASONABLE ADJUSTMENT

Reasonable adjustment is a legislative term that, for VET, refers to a measure or action taken by an education provider to enable learners with disability to participate in education and training on the same basis as learners without disability.

Blue Dog Training has an obligation to provide reasonable adjustment to ensure maximum participation of students with disability. Its purpose is to make it possible for students with disability to:

- ✓ Participate fully, with the same learning opportunities as learners without disability
- ✓ Have the same opportunity to perform and complete assessments as those without disability.

Reasonable adjustment in teaching, learning and assessment activity lessens the impact of an individual's disability on their capacity to learn. But, the student still needs to do the work and demonstrate the required knowledge.

Reasonable adjustment does not give students with disability an advantage over others. Nor does it change course standards or outcomes or guarantee success. It is also not about making unreasonable adjustment; every reasonable adjustment needs to be justifiable and must uphold the integrity of the qualification. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with low vision.

Blue Dog Training ensures it treats prospective students with a disability on the same basis as prospective students without a disability as it makes any decisions about admission or enrolment on the basis that reasonable adjustments will be provided.

The Department of Employment, Small Business and Training, *Reasonable Adjustment in teaching, learning and assessment for learners with disability – A guide for VET practitioners* is available at: <https://training.qld.gov.au/site/providers/Documents/inclusive/disability/reasonable-adjustment-for-web.pdf>

## SUPPORT FOR STUDENTS WITH ADDITIONAL NEEDS

Blue Dog Training is committed to complying with Commonwealth and State legislation and policies regarding access, equity and cultural diversity. This legislation includes the *Disability Discrimination Act 1992 (Commonwealth)* and the *Anti-Discrimination Act 1998 (Commonwealth)*.

Blue Dog Training also maintains compliance with the *Disability Standards for Education 2005 (Commonwealth)* including processes relating to:

- ✓ Enrolment
- ✓ Participation
- ✓ Resources development and delivery
- ✓ Student support services
- ✓ Elimination of harassment and victimisation

Blue Dog Training strives to maximise opportunities for access, participation and outcomes for all students within the vocational education, training and employment system.

Blue Dog Training undertakes to identify and, where possible, remove barriers that prevent individuals from accessing and participating in our services. Blue Dog Training is committed to treating all prospective and actual students on the same basis.

## STUDENT WELFARE – Student Support Services

Blue Dog Training is at all times concerned for the welfare of its students.

If a student is experiencing difficulties and/or requires counselling or personal support, there are a number of professional organisations, listed below, which are well equipped to offer services to help:

Referral Service Available	Contact Details
<b>Lifeline</b> Lifeline provides all Australians experiencing a personal crisis with access to online, phone and face-to-face crisis support and suicide prevention services. Find out how these services can help you, a friend or loved one.	<b>Phone:</b> 13 11 14
<b>Kids Helpline</b> If you're between 5 and 25 and you're feeling depressed, worried, sad, angry or confused about things like your studies personal relationships, Kids Helpline offers free 24-hour, 7 day telephone counselling support (anonymous if you prefer).	<b>Phone:</b> 1800 551 800
<b>Drug Info</b> DrugInfo is a service provided by the Australian Drug Foundation that offers information about alcohol and other drugs and prevention of related harms	<b>Phone:</b> 1300 85 85 84 <a href="https://adf.org.au/">https://adf.org.au/</a>
<b>Reading and Writing Hotline</b> For the price of a local call anywhere in Australia, the Hotline can provide you with advice and a referral to one of 1200 providers of courses in adult literacy and numeracy.	<b>Phone:</b> 1300 655 506 <a href="http://www.readingwritinghotline.edu.au">www.readingwritinghotline.edu.au</a>
<b>Centrelink</b>	<b>Phone:</b> 1800 057 111 <a href="https://www.humanservices.gov.au/individuals/centrelink">https://www.humanservices.gov.au/individuals/centrelink</a>
<b>Australian Apprenticeship Support Network (AASN)</b> Australian Apprenticeship Centres handle all matters related to traineeships and apprenticeships. If you are a trainee or apprentice, some language, literacy and numeracy courses attract government subsidies. Talk to your AASN provider about this now.	<b>Phone :</b> 13 38 73 <a href="http://australianapprenticeships.gov.au">australianapprenticeships.gov.au</a>
<b>QLD Subsidised students</b> Blue Dog Training can also access adaptive technologies and support services for QLD student's learners with a disability through QLD DESBT's Skills Disability Support service.	<a href="https://training.qld.gov.au/providers/inclusive/disability/support">https://training.qld.gov.au/providers/inclusive/disability/support</a>

## CONTACT US

Please email any questions, concerns or comments you have about our Access, Equity and Student Welfare Policy to [admin@bluedogtraining.com.au](mailto:admin@bluedogtraining.com.au) or write to us at PO Box 2173 MILTON BC, Qld 4064.

## FURTHER INFORMATION

Sources of further information includes:

- ✓ The Department of Employment, Small Business and Training, *Reasonable Adjustment in teaching, learning and assessment for learners with disability – A guide for VET practitioners* is available at: <https://training.qld.gov.au/site/providers/Documents/inclusive/disability/reasonable-adjustment-for-web.pdf>
- ✓ ASQA Fact Sheet – *Providing Quality Training and Assessment Services to Students with Disabilities* available at: [https://www.asqa.gov.au/sites/default/files/FACT\\_SHEET\\_Providing\\_quality\\_training\\_and\\_assessment\\_services\\_to\\_students\\_with\\_disabilities.pdf?v=1508135481](https://www.asqa.gov.au/sites/default/files/FACT_SHEET_Providing_quality_training_and_assessment_services_to_students_with_disabilities.pdf?v=1508135481)