

Standard Operating Procedure for Access, Equity and Client Services



AIM: To explain the procedure for access and equity for clients of Victorian Occupational Training Educational Services (VOTES)

PURPOSE: To ensure that VOTES maintains and adequate standards for access and equity that comply with the Australian Quality Training Framework (AQTF)

RESPONSIBILITY: All VOTES employees, sessional teachers and auspiced external partners

All staff and sessional trainers employed by VOTES must be aware of, and actively promote, the policies and guidelines for Access and Equity as outlined below.

Procedure

- In accordance with Education and Training Reform Act 2006
- In accordance with any requirements of external funding body, e.g. Skills Victoria
- In accordance with curriculum requirements
- Priority will be given to people belonging to groups designated as significantly disadvantaged, specifically targeted by funding or relative need, and/or historically are denied access to education and the opportunity to gain relevant work skills
- Generally, students attending VOTES courses are given priority on the basis of disability, youth, gender, Aboriginal and Torres Strait Islander background
- In accordance with the State and Commonwealth Equal Opportunity Legislation and Bendigo Access Employment's (BAE's) Equal Opportunity Policy