

# 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