ACCESS AND EQUITY POLICY

RELEVANT STANDARD(S):

2025 Standards for Registered Training Organisations	Relevant standards
Outcome Standards for Registered Training Organisations	Standard 1.4: Fair and appropriate assessment
	Standard 2.3: Training support services
	Standard 2.4: Reasonable adjustments for students with disability
	Standard 2.5: Diversity and inclusion
	Standard 2.6: Student wellbeing

SCOPE

Elite Edge Training Academy is committed to providing a safe, accessible and inclusive learning and working environment. Students and staff will be treated fairly and respectfully regardless of their background, personal circumstances or protected attributes.

This policy applies to prospective students, current students, staff, contractors and third-party providers involved in our training and assessment services.

Elite Edge Training Academy will take reasonable steps to identify and remove barriers that may affect access, participation and successful course completion. This includes providing appropriate training support and reasonable adjustment where it does not compromise the requirements of the training product, assessment integrity or workplace safety.

Discrimination, racism, harassment, sexual harassment, bullying and victimisation will not be accepted.
Educational and support services may include, but are not limited to, equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with the access and equity policy.

POLICY PRINCIPLES

The Chief Executive Officer of The Elite Edge Training Academy Pty Ltd will ensure that the staff and student recruitment and admission processes are bias-free and non-discriminatory.

To ensure that the learning environment is free from harassment, discrimination and victimisation, all staff will act in accordance with The Elite Edge Training Academy Pty Ltd's Staff Handbook and all students will be made aware of their rights and responsibilities in this regard in the Student Handbook.

Equal employment opportunity

Elite Edge Training Academy Pty Ltd is an equal opportunity employer. Recruitment, employment, training and promotion decisions are based on the requirements of the role, relevant qualifications, experience, capability and performance.

Elite Edge Training Academy does not unlawfully discriminate against applicants, staff, contractors or students because of a protected personal attribute. This includes age, race, colour, nationality, cultural background, religion, sex, gender identity, sexual orientation, disability, pregnancy, family responsibilities, marital or relationship status, employment status or other attributes protected by law.

Reasonable workplace adjustments will be considered for people with disability. Personal and sensitive information will be handled confidentially and in accordance with applicable privacy requirements.

Supporting access and equity

Elite Edge Training Academy is committed to providing fair and reasonable access to training, assessment, employment and support services.

To support access and equity, Elite Edge Training Academy will:

1. Provide clear and accurate course information before enrolment.
2. Apply fair and non-discriminatory student selection, enrolment and employment processes.
3. Consider each student's career goals, previous experience, language, literacy, numeracy, digital literacy, study availability and support needs.
4. Provide students with reasonable access to trainers, assessors, learning resources and student support.
5. Support students to disclose a disability or support need if they choose to do so.
6. Consult with students about reasonable adjustments that may assist their participation.
7. Ensure that reasonable adjustments do not remove or change mandatory training package, assessment or workplace requirements.
8. Monitor student progress and offer additional support where required.
9. Provide a learning environment that is safe, accessible and free from racism, discrimination, harassment, bullying and victimisation.
10. Foster a culturally safe learning environment for Aboriginal and Torres Strait Islander students.
11. Provide accessible complaints and appeals processes.
12. Review identified barriers, complaints and student feedback as part of continuous improvement.

Where an adjustment is not reasonable or cannot be provided without compromising the requirements of the training product, Elite Edge Training Academy will explain the reasons to the student as soon as reasonably practicable.

Support and information

Students may obtain assistance or information from:

- Elite Edge Training Academy trainers and student support.
- Australian Skills Quality Authority.
- Australian Human Rights Commission.
- Equal Opportunity Tasmania.
- Queensland Human Rights Commission, where applicable.

- Reading Writing Hotline.
- Disability Gateway.
- National Centre for Vocational Education Research.
- Relevant health, wellbeing, educational or community support services.

Current RTO framework

The 2025 Standards for Registered Training Organisations commenced on 1 July 2025. The current framework includes:

1. Outcome Standards for Registered Training Organisations.
2. Compliance Standards for NVR Registered Training Organisations.
3. Credential Policy.

Elite Edge Training Academy must also comply with the National Vocational Education and Training Regulator Act 2011, the Australian Qualifications Framework, applicable training package requirements and relevant Commonwealth, state and territory legislation.

The standards most relevant to this policy include:

- Standard 1.4: Fair and appropriate assessment.
- Standard 2.3: Training support services.
- Standard 2.4: Reasonable adjustments for students with disability.
- Standard 2.5: Diversity and inclusion.
- Standard 2.6: Student wellbeing.

Equal opportunity and anti-discrimination legislation

Commonwealth and state legislation protects people from unlawful discrimination, harassment and victimisation in education, employment and the provision of services.

Relevant Commonwealth legislation includes:

1. Racial Discrimination Act 1975.
2. Sex Discrimination Act 1984.
3. Disability Discrimination Act 1992.
4. Disability Standards for Education 2005.
5. Age Discrimination Act 2004.
6. Australian Human Rights Commission Act 1986.
7. Fair Work Act 2009.
8. Workplace Gender Equality Act 2012, where applicable.

Relevant Tasmanian legislation includes:

1. Anti-Discrimination Act 1998.
2. Work Health and Safety Act 2012.
3. Work Health and Safety Regulations 2022.

Where Elite Edge Training Academy provides services connected with Queensland, the Anti-Discrimination Act 1991 and applicable Queensland legislation will also apply.
The legislation of another state or territory will be considered where Elite Edge Training Academy provides services or employs staff in that jurisdiction.

Safe and accessible online learning

Elite Edge Training Academy delivers its training online and is committed to providing a safe, respectful and accessible online learning environment.

Students will receive information about technology requirements, online safety, cybersecurity, appropriate online behaviour and how to request technical or learning support.
Students are encouraged to use a safe and suitable study area, take regular breaks and report any accessibility, safety or technical concern that affects their participation.

Where an assessment requires the student to undertake an activity in a workplace or simulated workplace, the activity must be completed in accordance with applicable work health and safety requirements.

Work health and safety references

Relevant work health and safety sources include:

1. Work Health and Safety Act 2012 (Tas).
2. Work Health and Safety Regulations 2022 (Tas).
3. Applicable work health and safety legislation in any other jurisdiction where services are provided.
4. Safe Work Australia model codes of practice.
5. Elite Edge Training Academy work health and safety policies and procedures.

Concerns and complaints

A student or staff member who believes they have experienced discrimination, harassment, bullying, victimisation or unfair treatment should contact Elite Edge Training Academy.
The matter will be handled sensitively, confidentially and in accordance with the Complaints and Appeals Policy. Making a complaint, requesting support or seeking a reasonable adjustment will not disadvantage the person.

VERSION CONTROL

Version Control Table					
Date	**Summary of Modifications**	**Modified by**	**Version**	**Date of Implementation**	**Next Review Date**
13/12/2024	Document creation	360RTO Solutions	v. 1.0	13/12/2024	12/12/2025
1/6/25	Policy reviewed and updated in preparation for the commencement of the 2025 Standards for Registered Training Organisations. Student support, reasonable adjustment, diversity and inclusion requirements were updated.	Cathy Dalton	V 1.1	1 July 25	30 June 2026
1/10/26	Comprehensive policy review completed. Updated reasonable adjustment, cultural safety, student wellbeing, online learning, Tasmanian legislation and continuous improvement requirements. Outdated legislation, agencies and classroom references were removed.	Cathy Dalton	V 1.2	1/10/26	30/6/27

RTO INFORMATION

RTO INFORMATION	
Document Name	Access and Equity Policy v1.2
RTO/Company Name	The Elite Edge Training Academy Pty Ltd
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