

Access and Equity Policy and Procedure

Purpose

To describe CFT policy regarding access and equity and the process by which this policy is implemented.

Scope

This policy applies to all CFT staff and students.

Responsible Parties

All staff are responsible for implementation of this policy.

Definitions

Language , Literacy and Numeracy (LLN)

CFT frequently provide training to students from disadvantaged backgrounds, youth at risk, migrants, long term unemployed, parents returning to work, near retirement-age job seekers, unemployed early school leavers, and people with learning difficulties.

Our clients include students that have been referred to us through:

- Job networks
- Adult Multicultural Education Service (AMES)
- Commonwealth Rehabilitation Service (CRS)

Policy

- Students will be given pre enrolment information regarding the course requirements and assessment prior to enrolment , accessible via the CFT website.
- The specific learning needs of current and future clients will be identified through a LLN assessment. CFT support staff will be alerted to those requiring additional support through a message generated through the Learning Management System(TMDB). Strategies will be developed to meet them to optimise learning outcomes, irrespective of gender, culture, age, location or any disability or disadvantage.
- Barriers to effective learning and successful outcomes and transition of our clients and client groups will be identified through feedback from survey data
- Where a prospective client has special needs, which, in the opinion of CFT staff, cannot be adequately catered for or will significantly affect the likelihood of successful achievement in the proposed course, this opinion will be clearly and appropriately conveyed to the client who will be invited to negotiate a mutually acceptable compromise.

Procedures

- CFT will continue to develop training & assessment tools to assist students with specific language,literacy and numeracy requirements through benchmarking our delivery through industry consultation and student feedback
- CFT Trainers and support staff identify students support needs through monitoring of progress reports generated through the Learning Management System (TMDB) and results of the initial LLN assessment.
- When identified an individual learning plan will be negotiated that can include
 - a. Adjustments including verbal assessment
 - b. After class reassessment for NYC students
 - c. Translation services can be arranged
 - d. referral to organisations offering additional support including AMES and local TAFE Institutes
- Course development and assessments will be validated and modified through a number of methods including consultation with industry , peak bodies and student feedback