



## ACCESS AND EQUITY POLICY

### RELEVANT STANDARD(S):

*National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 – Standard 2.5*

### PURPOSE

Integrity RTO Solutions is committed to ensuring that all students have equitable access to education and training in a safe, inclusive, and supportive learning environment. This policy ensures compliance with the Standards for RTOs 2025 and relevant Australian legislation by embedding inclusive practices across recruitment, training, assessment, and student support services.

The RTO will take affirmative steps to remove barriers to participation, particularly for First Nations students, people with disabilities, culturally and linguistically diverse (CALD) students, neurodivergent learners, and students from diverse socio-economic backgrounds. This includes implementing culturally safe, trauma-aware, and flexible learning practices to improve student retention and completion rates.

### POLICY PRINCIPLES

This policy applies to all students enrolled in training and assessment at Integrity RTO Solutions and all staff, including trainers, assessors, student support officers, and administrative personnel. It also applies to third-party providers delivering training or assessment on behalf of Integrity RTO Solutions.

This policy applies even if no students have identified as First Nations, ensuring that access, equity, and inclusion are embedded in all RTO operations.

Integrity RTO Solutions ensures that:

1. The learning environment is free from racism, discrimination, harassment, and unconscious bias.
2. Training, assessment, and student support services are accessible and inclusive.
3. First Nations students receive affirmative support measures that address participation barriers.
4. Cultural safety is embedded in learning materials, teaching approaches, and staff development.
5. Integrity RTO Solutions actively engages with First Nations communities and other underrepresented groups.
6. Staff receive ongoing cultural competency training.
7. Mechanisms are in place to review and improve how diversity is supported within the RTO.



### ***Cultural Safety and Inclusion***

Integrity RTO Solutions recognises that equity in VET requires more than just preventing discrimination—it involves actively fostering a culturally safe and trauma-aware learning environment.

A **culturally safe learning** environment means that First Nations students:

- feel respected and valued for their identity, culture, and lived experiences.
- are not subjected to unconscious bias, racism, or discrimination.
- have access to affirmative measures that support their participation and completion of training.

Integrity RTO Solutions acknowledges that First Nations students do not always have the same level of access to VET or the same positive experiences as non-Indigenous Australians. Therefore, Integrity RTO Solutions will take proactive steps to:

- engage with First Nations communities and organisations to improve cultural inclusivity.
- consult with First Nations industry experts to review and develop training and assessment materials.
- ensure staff are trained in cultural competency and trauma-informed teaching practices.
- revise learning resources and activities to ensure they are culturally safe.

These measures also contribute to a more inclusive training environment for all students, including young people, CALD students, people with disabilities, neurodivergent learners, and LGBTIQ+ students.

### ***Records Management***

Integrity RTO Solutions will document all student support needs, engagement with First Nations communities, and efforts to improve inclusivity within student records and internal review processes. All records will be retained in accordance with data protection and compliance requirements.

## **IMPLEMENTATION**

### ***Creating an Inclusive Learning Environment***

Integrity RTO Solutions will ensure that its learning environment, policies, and practices foster equity, diversity, and inclusion. This involves proactive measures to support students from all backgrounds, including First Nations students, culturally and linguistically diverse (CALD) students, people with disabilities, neurodivergent learners, people from low socio-economic backgrounds, young people, and LGBTIQ+ individuals.

To achieve this, Integrity RTO Solutions will:

1. **Ensure Training Facilities Are Accessible** – All learning spaces, physical facilities, and online platforms will be designed to accommodate students with diverse needs. This includes providing alternative access, assistive technology, and flexible arrangements for students with disabilities or mobility challenges.
2. **Review and Adapt Learning Materials** – Training materials will be regularly reviewed and updated to ensure they reflect diverse perspectives and do not perpetuate stereotypes or unconscious bias. This



includes incorporating First Nations histories, contributions, and knowledge into learning materials where relevant.

3. Flexible Learning and Assessment – Integrity RTO Solutions will offer multiple modes of learning, such as face-to-face, online, and blended learning.. Assessment methods will also be adjusted where necessary to provide equitable opportunities for students to demonstrate their competencies, while maintaining the integrity of the training package requirements.
4. Student Wellbeing and Support – A safe and welcoming learning environment will be promoted through clear policies on student conduct, wellbeing services, and mental health support. Students will have access to counselling, mentoring, and peer support programs to enhance their learning experience.
5. Zero Tolerance for Discrimination and Harassment – Integrity RTO Solutions will have clear policies and reporting mechanisms to prevent and address discrimination, racism, and harassment. All reports will be taken seriously, investigated promptly, and resolved in a fair and supportive manner.
6. Cultural Awareness Training for Staff – All staff, including trainers, assessors, and support personnel, will undergo regular training on cultural competence, unconscious bias, and inclusive teaching strategies to ensure they can effectively support students from diverse backgrounds.
7. Student Feedback and Continuous Improvement – Integrity RTO Solutions will collect regular feedback from students on the inclusivity of the learning environment through surveys, student forums, and focus groups. This feedback will be used to continuously improve policies and practices to enhance student experiences.

By embedding these practices, Integrity RTO Solutions ensures that all students feel valued, respected, and empowered to achieve their educational and career goals.

### ***Engaging with First Nation Communities***

Recognising the unique experiences and challenges faced by First Nations learners, Integrity RTO Solutions will take proactive steps to engage with local First Nations communities, organisations, and industry representatives. This engagement is essential for creating a culturally safe learning environment and supporting First Nations participation, retention, and completion in VET programs.

To foster meaningful engagement, Integrity RTO Solutions may implement a range of strategies to connect with First Nations communities, including:

1. Consulting First Nations Elders and Community Leaders – Integrity RTO Solutions will establish and maintain ongoing relationships with First Nations Elders and community leaders to seek their input on training and assessment practices, ensuring these align with cultural protocols and community needs.
2. Employing and Engaging First Nations Trainers and Assessors – Integrity RTO Solutions will actively recruit, support, and retain First Nations trainers and assessors to deliver training in a culturally appropriate manner. Where direct employment is not feasible, Integrity RTO Solutions will engage First Nations industry experts as guest lecturers, mentors, or external consultants.
3. Reviewing and Adapting Course Content – Learning resources and course materials will be reviewed with input from First Nations representatives to ensure they reflect accurate, respectful, and culturally



appropriate perspectives. This includes incorporating Indigenous knowledge systems, case studies, and community-based learning where applicable.

4. Promoting Cultural Safety and Trauma-Aware Teaching – Integrity RTO Solutions will ensure that all staff complete cultural awareness training with a focus on trauma-aware teaching. Trainers and assessors will be equipped with skills to recognise and respond to historical and intergenerational trauma, ensuring that the learning environment is safe and supportive.
5. Providing Targeted Support for First Nations Students – Integrity RTO Solutions will offer First Nations student support services, including dedicated mentors, culturally appropriate learning resources, and connections to external Indigenous student support networks.
6. Acknowledging and Celebrating First Nations Culture – Integrity RTO Solutions will promote cultural recognition through events, workshops, and celebrations such as NAIDOC Week, Reconciliation Week, and cultural awareness sessions. Integrity RTO Solutions will also display Aboriginal and Torres Strait Islander flags, artwork, and signage in training locations and materials as a visible commitment to inclusion.
7. Creating Pathways to VET for First Nations Learners – Integrity RTO Solutions will collaborate with First Nations schools, community organisations, and employment service providers to create clear pathways into VET programs. This includes outreach programs, preparatory courses, and scholarship opportunities to support enrolment and completion.
8. Monitoring and Evaluating Cultural Safety Efforts – Integrity RTO Solutions will regularly assess how well it is meeting cultural safety standards by collecting feedback from First Nations students, staff, and community representatives. Adjustments will be made based on feedback and emerging best practices.

### MONITORING AND IMPROVEMENT

1. The Training Manager will be responsible for ensuring compliance with the Access and Equity Policy and Processes. All administration staff are responsible for the correct and accurate enrolment in accordance with this policy and relevant procedural documents.
2. All enrolment practices will be monitored by the Training Manager. Areas for improvement will be identified and discussed during the Continuous Improvement Meetings. (See Continuous Improvement Policy)
3. Students and employers (if applicable) are encouraged to provide feedback on their experience and through Integrity RTO Solutions' continuous improvement process.
4. Students can lodge a complaint or appeal an enrolment decision, as per Integrity RTO Solutions' Complaints and Appeals Policy.

**VERSION CONTROL**

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
3/07/2025	Document creation	Integrity RTO Solutions	v. 1.0	16/06/2025	15/06/2026

**RTO INFORMATION****RTO INFORMATION**

Document Name	Access and Equity Policy v1.0
RTO/Company Name	Integrity RTO Solutions
ABN	67 669 731 659
RTO Code	#46406
Phone	04 0065 7381
Email	ceo@integrityrtosolutions.com.au
Manager	Training Manager
Website	<a href="http://www.integrityrtosolutions.com.au">www.integrityrtosolutions.com.au</a>
Address	463 Upper Brookfield Rd, Upper Brookfield QLD 4069