

## Access & Equity Strategy

### Access & Equity Policy

ADE Management and staff provide assistance to all clients to identify and achieve their desired outcomes. ADE is committed to providing suitable and appropriate training to meet client career and employment outcomes. ADE is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy.

- Our access and equity policy is an integral part of our Code of Practice and is published in our Student Handbook.
- Our access and equity policy forms part of our induction procedure for all newly appointed staff.
- Our access and equity policy is published in our Staff manual.
- Special client needs will be identified at the first point of contact with our admin team, at the time of enrolment, and at induction – prior to the commencement of training and assessment.
- ADE staff must follow the principles of fairness and flexibility in workplace assessment.
- Where staff identify difficulties applying our access and equity policy, the staff member must report the matter to the Operations Manager or CEO as soon as possible.
- Adjustments made to the training and assessment process as a result of applying our access and equity policy will be reported through our management meetings.