

1. Context

FCIA Training Academy Pty Ltd. (RTO#45668), as a Registered Training Organisation, must comply with the following NVR Standards for *Registered Training Organisations 2025 – Outcome Standards*.

2. Scope

This policy applies to all staff of FCIA Training Academy, students, employers and trainers/assessors.

3. Definitions

SRTO	Standards for Registered Training Organisations 2025
FCIATA	FCIA Training Academy Pty Ltd.

4. Statement of Policy

4.1 Diversity

- 4.1.1 FCIATA recognises and values the individual differences of its students and the community and recognises that students come into its programs with a wealth of personal knowledge and life experiences.
- 4.1.2 FCIATA recognises that diversity is an opportunity to enrich and extend opportunities for all, by creating an inclusive environment for all people regardless of their background. This is ensured by:
 - (i) Providing a welcoming and supportive training community;
 - (ii) Offering flexibility in the way in which training and assessment is provided;
 - (iii) Providing reasonable adjustments to training and assessment activities;
 - (iv) Having transparent student application and enrolment procedures;
 - (v) Having transparent staff recruitment and selection procedures
 - (vi) Determining the needs of all individuals upon engagement with the organisation;
 - (vii) Providing students, staff and clients access to a range of support services.

4.2 Discrimination and Harassment

- 4.2.1 In accordance with legislation, no person or organisation will be treated unfairly or discriminated against, based on age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.
- 4.2.2 FCIATA is committed to providing all people with an environment free from all forms of harassment. FCIATA will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

4.3 Fairness, Student Selection and Enrolment

- 4.3.1 In accordance with legislation, no person or organisation will be treated unfairly or discriminated against, based on age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.
- 4.3.2 FCIATA is committed to providing all people with an environment free from all forms of harassment. FCIATA will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.
- 4.3.3 Decisions about student selection are based on clearly defined entry requirements. Students will be selected on merits, based on course criteria. Entry requirements as well as application and enrolment procedures are published in FCIATA marketing materials, course guides and the FCIATA website.
- 4.3.4 All people will be treated courteously and expeditiously throughout the process of enquiry, application and enrolment, and throughout their participation in a course.

4.4 Access and Equity

- 4.4.1 FCIATA provides equity and access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.
- 4.4.2 FCIATA provides equitable access to training and education services by:
 - (i) Respecting cultural differences and accommodating student needs where possible;
 - (ii) Referring students to support and counselling services where required;
 - (iii) Assisting students to arrange additional services if required, such as interpreters and trained note takers;
 - (iv) Providing courses that are self-paced and flexibly delivered; and
 - (v) Encouraging students to be involved in their own feedback and decision-making processes to ensure realistic training goals and progress.

4.5 Exclusion for Services

4.5.1 FCIATA may not provide accessible services to a person if:

- (i) They have a criminal history that impacts on the requirements of the course or vocation of the area being studied;
- (ii) The student requires delivery in a language other than that being offered by FCIATA in accordance with the related Training Package or Course Curriculum;
- (iii) The student requires special services or facilities and provision of such would cause unjustifiable hardship to FCIATA.

Document Information

Document Number	ACCEQUPOL	
Document Name	Access and Equity Policy	
Version number	V3	
Issue Date	19 April 2022	
Review Date	21 Oct 2026	
Created by	General Manager	2 August 2020
Updated by	National RTO Manager	21 Oct 2025
Authorised by	CEO	21 Oct 2025