

Access and Equity Policy and Procedure

Guild Training is committed to providing a fair and equitable learning and working environment for all learners and staff. Guild Training seeks to ensure that its program design, course content, training facilities, and all aspects of the training and assessment process provide equality of educational opportunity to all learners.

Guild Training acknowledges that this is dependent on non-discriminatory access to services and comparable educational outcomes by all groups in society. Providing accessible and equitable education and training to all prospective learners will enable them to develop knowledge and skills to enhance life and work opportunities.

Guild Training recognises that particular groups of people in society have experienced institutional disadvantages and unequal education outcomes and therefore ensures that it works to eliminate barriers to access and participation. All Guild Training products and services contain no implicit limitations based on age, gender, physical, mental, social or educational background that may constrain any learner's participation in training and assessment. Guild Training ensures equity for learners through the fair allocation of resources and involvement in vocational education and training.

This policy and procedure has been developed by the Pharmacy Guild of Australia (Guild Training) as an all-inclusive document for delivery of training and assessment services in the state/territory Branches and should be read in conjunction with the individual state/territory Branch policies and procedures.

Procedures: actions and responsibilities

Action	Responsibility
<p>Guild Training strives to work within State and Commonwealth anti-discrimination and equity legislation framework. Through the implementation of these policy/procedures, the benefits of participating in training is available to everyone on an equitable basis, including the following groups:</p> <ul style="list-style-type: none"> • People from culturally diverse backgrounds • Indigenous Australians • Unemployed individuals • People living with disabilities • People from rural and remote areas • Members of disadvantaged groups • Individuals participating in a non-traditional area of study. 	National Office State Branches
<p>The National Office is responsible for ensuring that access and equity issues are incorporated into Guild Training's operations and adhered to by both learners and staff. The National RTO Compliance Manager has been identified as the primary contact person for staff and learners who have access and equity issues.</p>	National Office
<p>To assist with this commitment, Guild Training fosters the implementation of access and equity practices by ensuring:</p> <ul style="list-style-type: none"> • Barriers to access and participation are identified and strategies developed to overcome them. • Where possible, all training and assessment programs and services are relevant, accessible, fair and inclusive. • All Guild Training products and services contain no implicit limitations based on age, gender, physical, mental, social or educational background that may constrain any learner's participation in training or assessment. • Reasonable adjustments are made to delivery and assessment practices to meet individual learner needs. • That practices are non-discriminatory and pay due consideration to the needs of all groups. 	National Office
<p>Guild Training will fulfill its access and equity principles by ensuring:</p> <ul style="list-style-type: none"> • All prospective learners are informed on the options available to meet their individual needs. • All learners have the opportunity to participate in training and assessment activities and achieve their employment goals. • All learners are provided with information about access and equity issues and Guild Training's complaint resolution process. 	National Office State Branches

<p>Access and equity principles are communicated to learners using the following methods:</p> <ul style="list-style-type: none"> • Pre-Enrolment Information Guide • Learner / Supervisor handbook • Enrolment Form • Guild websites 	
<p>Given the nature of the environment in which pharmacy and dispensary assistant work with, access to medicines and drugs of dependence, Guild Training reserves the right to require learners to undertake police checks prior to the commencement of their training course.</p>	State Branches
<p>Guild Training staff will meet their access and equity requirements by ensuring:</p> <ul style="list-style-type: none"> • Equal opportunity and access and equity policies are in place and understood • Guild Training staff have identified responsibility and are aware of equal opportunity matters • Induction and professional development are provided to Guild Training staff to equip them to understand and implement the principles of access and equity. • Guild Training staff will provide timely and appropriate information, advice and support services to assist learners to identify and achieve their desired outcomes. • All Guild Training staff members are responsible to ensure that they understand and implement this policy and behave in a courteous, sensitive and non-discriminatory manner when dealing with other staff, learners and clients. <p>Access and equity principles are communicated to Guild Training staff by the following methods:</p> <ul style="list-style-type: none"> • Staff induction • Policies/procedures and information sheets (located on EFile Cabinet) 	National Office State Branches
<p>Guild Training staff selection complies with accepted personnel recruitment standards, applying the principles of equal employment opportunity and access and equity.</p>	National Office State Branches

Associated documentation

Pre-Enrolment Handbook
 Enrolment Form
 Learner / Supervisor Handbook
 Staff Induction

Related topics

Assessment - Reasonable Adjustment
 Staff Recruitment Induction and Professional Development

References Authority

National Training Manager – 12.02.2009
 National Training Manager – 15.06.2010
 National Training Manager – 29.07.2011
 Academy Compliance Manager – 18.10.2013
 Academy Compliance Manager – 17.06.2015
 Head – Guild Pharmacy Academy – 09.07.2016
 Head – Guild Learning and Development – 04.05.2017
 Head – Guild Learning and Development – 21.10.2019
 National RTO Compliance Manager – Membership, Learning and Development – 08.04.2020
 National RTO Compliance Manager – 03.02.2023