

1. OVERVIEW & PURPOSE

It is a requirement of National Standards for Group Training Organisations that MEGT applies access and equity principles to its operations.

2. SCOPE

National Standard 6 states that:

“The GTO applies access and equity principles to its operations.

6.1 The GTO’s policies and/or procedures shall incorporate a statement on how access and equity principles or legislation were considered in the development of its access and equity policy and/or procedure.

6.2 The GTO shall:

- Develop and implement an access and equity policy that refers to the GTO’s resources on equity and or any formal link with one or more organisations with relevant specialist equity skills; and articulates strategies and staff responsibilities to improve outcomes for individuals facing barriers to participation and achievement in training and employment.
- Review the policy on a periodic basis to comply with new legislation and contemporary practice with respect to individuals facing barriers to participation and achievement in training and employment;
- Include information on the access and equity policy in induction kits or equivalent for employers, apprentices and trainees; and
- Ensure staff are trained in and comply with the GTO’s access and equity policy.”

3. POLICY

Our Access and Equity Policy aims to ensure our services meet the diverse needs of all Australians irrespective of their age, gender, disability, country of birth, language, race, creed, religion, culture or other background.

Our Access and Equity Policy is designed to ensure our apprentices and trainees achieve their maximum potential and participate fully in the world of work and society.

Our Access and Equity Policy also aims to assist our host employers achieve their goals of quality trained and effective employees.

This means ensuring the Recruitment and Management Services provided by MEGT are culturally appropriate, accessible, effective and responsive to the diversity of needs of host employers, apprentices and trainees. In addition, the implementation of this Policy should ensure that the benefits of the Recruitment and Management Services provided by MEGT are available to all on a fair and impartial basis.

This Policy is underpinned by:

Access

MEGT Recruitment and Management Services should be available to everyone, free from any form of discrimination and irrespective of a person’s age, gender, disability, country of birth, language, race, creed, religion, culture or other background.

Equity

MEGT Group Training services will be delivered on the basis of fair treatment of all our clients.

Acknowledgement

MEGT Recruitment and Management Services recognises that certain individuals face barriers to participation and achievement in training and employment, such as women in non-traditional trades, people with disabilities, people from non-English speaking backgrounds, Indigenous Australians, rural and remote learners, out-of-trade apprentices, long term unemployed and other disadvantaged groups. As a consequence of this recognition, MEGT Recruitment and Management Services will do its utmost to ensure that these disadvantaged groups are equitably treated.

Collaboration

Where appropriate, MEGT Recruitment and Management Services shall work in partnership with any organisation with specialist skills to improve outcomes for individuals facing barriers to participation and achievement in training and employment.

Communication

MEGT Recruitment and Management Services will ensure our apprentices, trainees and host employers are kept informed of their rights, entitlements and other information. MEGT Recruitment and Management Services welcomes feedback from our clients and will respond accordingly in line with this policy. MEGT Recruitment and Management Services will conduct an annual satisfaction survey of our clients.

Responsiveness

MEGT Recruitment and Management Services will be sensitive to the needs of our clients and promptly respond in a manner that reflects this policy.

Effectiveness

MEGT Recruitment and Management Services will be 'results-oriented' and focused on meeting the diverse needs of our apprentices, trainees and host employers.

Efficiency

MEGT Recruitment and Management Services will use our available resources to deliver services in an appropriate effective manner that meets the diverse needs of our clients.

Accountability

This Policy will be reviewed regularly, at least annually, to ensure MEGT Recruitment and Management Services is meeting its obligations under this Policy and that currency with progressive practice, is being maintained. As part of the regular review process, the objective shall be for continuous improvement to meeting the diverse needs of our apprentices, trainees and host employers and to increasing and improving the participation and achievement in training and employment for the disadvantaged.


Compliance

In accordance with the Compliance Policy, MEGT Recruitment and Management Services shall abide by and observe all legislative requirements in relation to equal employment opportunity, anti-discrimination and other just workplace practices.

Training

All staff of MEGT Recruitment and Management Services shall receive regular training in respect of this Policy and to update their knowledge- base.

Transparency

 RMS	Effective Date: April 2014	Review Date: April 2016	Authorised by: Risk & Compliance Manager	Date Authorised: 7.4.2014
--	-------------------------------	----------------------------	--	------------------------------

This Policy shall be provided to apprentices and trainees within induction kits and shall be freely available to all staff and clients of MEGT Recruitment and Management Services our website www.megt.com.au

Evidence of our commitment to Access and Equity

To assist the certain individuals that face barriers to participation and achievement in training and employment, MEGT Recruitment and Management Services has established and will continue to establish specialist services to support these disadvantaged groups. To date, these services have included Indigenous Apprenticeship and Traineeship Network (“IATN”) and Youth Initiatives Program (“YIP”).

4. RESPONSIBILITIES

4.1. Risk & Compliance Manager

The Risk and Compliance Manager in consultation with the National Operations Manager will review, issue and monitor the effectiveness of this policy.

4.2. Managers

Managers are responsible for ensuring that field staff are informed about this policy and ensure that they understand and comply with the policy.

5. BREACH OF POLICY


A breach of any MEGT policy may have unintended and harmful consequences. Breaches of this policy may lead to disciplinary action being taken, including dismissal in serious cases.

6. COMMUNICATION

This policy is available on the MEGT Recruitment & Management Services Intranet site

7. REVIEW

This policy will be reviewed every two years or sooner if requested by management.

 RMS	Effective Date: April 2014	Review Date: April 2016	Authorised by: Risk & Compliance Manager	Date Authorised: 7.4.2014
--	-------------------------------	----------------------------	--	------------------------------