

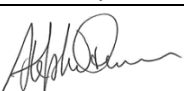




## Access and Equity Policy

Description			
Domain:	Corporate		
Policy number:	COR024		
HPE RM #:	14/9061		
Owner: Responsible area/dept	Director of Training (DoT) / Director of Education (DoE)		
Date originally adopted:	09 May 2014		
Author:	Dr Tamsin Cockayne, Director of Medical and Cultural Education (DMCE)		
<b>Distribute to:</b>	Program Participants ✓	Staff ✓	Board ✓
Via	Information Bulletin ✓	Email ✓	Website ✓
<b>This Policy includes:</b>	Procedure		No
	Instrument(s)		No
	Attachment(s)		No
Approval process:			
Director of Education	Yes	Signature: 	Date approved: 11/02/2020
Board Committee approved to progress:	N/A		
Final authorisation	CEO		
Review cycle:	As required but no later than five years from approval date.		
<b>Signature:</b>			11/02/2020
Title	CEO		Date

Year reviewed		
2020	<b>Comment:</b> changed term employee to staff; include responsibilities clauses 5.0 CEO, clause 6.0 Line Managers, clause 7.0 program participants and staff; include clause 3.13 Complaints; added procedure. Added 3.0 definitions.	
	Signature: 	11/02/2020
	Name & Title: Stephen Pincus, CEO	Date
2025	<b>Comment</b>	
	Signature	
	Name & Title:	Date

# Policy

## 1.0 Purpose

This 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.

This policy is designed to ensure our staff and program participants achieve their maximum potential and participate fully in the world of work and society.

This policy also aims to assist our training partners to achieve their goal of producing quality trained and effective GP registrars and staff.

This means ensuring that the education and training provided by NTGPE is culturally appropriate, accessible, effective and responsive to the diverse needs of NTGPE staff, program participants and training partners. In addition, the implementation of this policy should ensure that the benefits of the education and training services provided by NTGPE are available to both staff and program participants on a transparent and impartial basis.

## 2.0 Scope

### 2.1 Application

This policy applies to all NTGPE staff and program participants of NTGPE.

### 2.2 Limitations

Nil.

## 3.0 Definitions

### 3.1 Staff

Any person who is on casual, temporary or fixed term employment with NTGPE.

### 3.2 Program participant

Any person enrolled in a program offered by or through NTGPE, including but not limited to:

- John Flynn placement program (JFPP); and
- Australian General Practice Training (AGPT) registrar placements (this policy acknowledges that GP registrar are usually an employee of another organisation).
- RACGP Practice Experience Program (PEP) participant (this policy acknowledges that GP registrar placements are usually an employee of another organisation)

### 3.3 Training partners

NTGPE's training partners include training posts and other education providers.

## 4.0 This Policy is underpinned by:

### 4.1 Access

NTGPE's education and training services should be available to staff and program participants, free from any form of discrimination on the basis of a person's country of birth, person's age, gender, disability, language, race, creed, religion, culture or other background.

### 4.2 Equity

NTGPE's training services will be delivered on the basis of fair and inclusive, consistent and equitable treatment of all staff and program participants who are eligible to receive them.

### 4.3 Acknowledgement

NTGPE's recognises that certain individuals face barriers to participation and achievement in training and employment, such as women, people with disabilities, people from non-English speaking backgrounds, Indigenous Australians, rural and remote learners and other disadvantaged groups. As a consequence of this recognition, NTGPE will do its utmost to ensure that these disadvantaged groups are treated equitably.

#### **4.4 Collaboration**

Where appropriate, NTGPE will work in partnership with organizations and/or individuals with specialist skills to improve outcomes for individuals facing barriers to participation and achievement in training.

#### **4.5 Communication**

NTGPE will ensure program participants, staff and training partners are kept informed of their rights, entitlements and how they can obtain them, and other information. NTGPE welcomes feedback from our partners regularly about the adequacy, design and standard of training and will respond in accordance with this policy.

#### **4.6 Responsiveness**

NTGPE will be sensitive to the needs and requirements of our various partners and be responsive as far as practicable to the particular circumstances of individuals and in a manner that reflects this policy.

#### **4.7 Effectiveness**

NTGPE will be 'results-oriented' and focused on meeting the diverse needs of our staff, program participants and training partners.

#### **4.8 Efficiency**

NTGPE will use our available resources to deliver services in an appropriate effective manner that meets the diverse needs of our stakeholder communities.

#### **4.9 Accountability**

This policy will be reviewed regularly to ensure NTGPE is meeting its obligations outlined in this policy and that currency with progressive practice is being maintained. As part of the regular review process, the objective shall be to maintain a continuous improvement approach to ensure that NTGPE meets the diverse needs of our staff, program participants and training partners. This will result in increased and improved participation and achievement in specialist GP training.

#### **4.10 Compliance**

NTGPE shall abide by and observe all legislative requirements in relation to equal employment opportunity, anti-discrimination and other just workplace practices.

#### **4.11 Training**

All staff of NTGPE shall receive regular training in respect of this Policy to ensure that they are informed with the knowledge to ensure that their individual approach supports the basis of our commitment to access and equity.

#### **4.12 Transparency**

This policy is freely available to all staff and training partners on our website [www.ntgpe.org](http://www.ntgpe.org).

#### **4.13 Complaints**

This Policy and the complaints resolution process shall be provided to program participants at orientation and shall be freely available to all staff.

### **5.0 Responsibilities of Chief Executive Officer**

**5.1** Implement this policy and to report to the board regularly on its progress

**5.2** Ensure compliance with NT and Commonwealth laws governing anti-discrimination and equal opportunity

**5.3** Ensure all access and equity practices are free from discrimination

**5.4** Support and promote the principles of equality

**5.5** Acknowledge, process and resolve complaints and appeals in a timely, effective and procedurally fair manner.

## **6.0 Responsibilities of line managers**

- 6.1 Oversee and implement all areas of access and equity practices within the day to day operations of NTGPE.
- 6.2 Identify and remove any barriers to access and participation. Ensure program participants and staff are provided with relevant information relating to this policy and the process for complaints and appeal.
- 6.3 In the first instance be the contact person for any queries relating to access and equity, and for escalating any unresolved issues to the CEO for further action.

## **7.0 Responsibilities of program participants and staff**

- 7.1 Be aware of and comply with this policy and procedure for lodging complaints and appeal.

## **8.0 Related documents**

- GUIDE07 Critical Incident Guidelines for program participant (<https://ntgpe.org/resources/427>)
- FOREDU018 Critical Incident Form for program participants (<https://ntgpe.org/resources/427>)
- GUIDE10 Staff Critical Incidents Guidelines and Form (Sharepoint)
- [REG05 NTGPE Complaints, Appeals and Critical Incidents Register](#) (Sharepoint)

## **9.0 Related policies and legislation**

- 9.1 COR015 Anti-Discrimination and Equal Opportunity Policy (Sharepoint)
- 9.2 COR003 Workplace Health and Safety Policy (Sharepoint)
- 9.3 COR017 Workplace Bullying Policy (Sharepoint)
- 9.4 EDU003 Education and Training Complaints and Appeals Policy (<https://ntgpe.org/resources/609>)

## **10.0 Relevant legislation**

- Federal, State and Territories Anti-Discrimination Laws

## Procedures

### 1.0 Introduction

The Access and Equity Policy set out in this document is drawn up on the model of the Australian Government's Charter of Public Service in a Culturally Diverse Society. The Charter is the key document guiding the Australian Government's Access and Equity strategy.

It helps to ensure that government programs (and those programs funded by the government but delivered by contractors, including not-for-profits) meet the needs of our culturally and linguistically diverse society.

### 2.0 General Procedure

- 2.1 All NTGPE staff shall, wherever feasible, have adequate support and training to provide services and information accessible to all program participants and staff.
- 2.2 NTGPE will ensure its programs are designed and constructed to provide equal access for all users.
- 2.3 NTGPE, in its role as an employer, will ensure all people have equal access to advertised positions, interviews, equipment, office accommodation, staff training and promotion.
- 2.4 NTGPE shall institute complaints mechanisms that enable program participants and staff to address issues and raise concerns.
- 2.5 NTGPE shall require that any agents, contractors, or partners of NTGPE deliver outcomes consistent with this policy.
- 2.6 NTGPE shall consider cultural diversity issues in the design and delivery of any training programs it provides.
- 2.7 NTGPE staff shall, where necessary, receive ongoing cultural diversity training so that they develop knowledge and skills to work effectively from a cultural framework.
- 2.8 NTGPE shall promote diversity in the membership of its board, committees and working groups.
- 2.9 NTGPE shall keep program participants and staff data collection records, where appropriate, and shall protect the privacy of individuals when collecting this data. Consideration will be given to:
  - collecting only data essential to the particular program or staff requirements or evaluation purposes
  - guaranteeing anonymity, and
  - ensuring that all data collection proposals are non-intrusive.