

Hospitality Group Training Access and Equity Policy

Contents

1. Purpose	2
2. Scope	2
3. Policy Statement	2
4. Affirmative Action & Equal Opportunity	2
5. Harassment & Bullying Prevention	2
6. Occupational Safety & Health	2
7. Inclusive Marketing & Enrolment (RTO)	2
8. Recruitment, Employment & Induction (GTO).....	3
9. Identification of Needs & Reasonable Adjustments	3
10. Host Employer Responsibilities	3
11. Complaints & Grievance Procedures.....	3
12. Roles & Responsibilities.....	3
13. Records & Evidence Management	3
14. Continuous Improvement.....	4

Document name: HGT Access and Equity Policy	Doc. #: POLDOC001	Version: 1.0
Location: C:\Users\GarthCleveland\Hospitality Group Training WA\HGTWA - Documents\MD\HGT Policies & Processes\Policies and Procedures 2026		RTO: 0386
Author: G. Cleveland	Approval date: 08/01/2026	Review date: 08/01/2027
		Page 1 of 4

1. Purpose

To ensure fair, inclusive and culturally safe education and employment practices across RTO and GTO operations, providing equal opportunity and reasonable adjustments without compromising integrity or safety.

2. Scope

Applies to all learners, apprentices, trainees, staff, contractors, and host employers engaged with HGT. Covers marketing, enrolment, training delivery, assessment, recruitment, induction, host placement, monitoring, and support services.

3. Policy Statement

We commit to removing barriers to participation, promoting equal opportunity, preventing discrimination and harassment, and ensuring compliance with relevant legislation and standards.

4. Affirmative Action & Equal Opportunity

We identify and eliminate barriers for women and minority groups, offering employment and training opportunities based on merit, qualifications, and experience, irrespective of gender, race, religion, age, disability, or marital status.

5. Harassment & Bullying Prevention

Harassment of any kind is illegal and will not be tolerated. Examples include physical contact, verbal comments, jokes, propositions, and offensive material. We maintain zero tolerance and will act against breaches.

6. Occupational Safety & Health

Host employers have a duty of care to provide a safe work environment. Safety inspections are conducted before placement to ensure compliance with WorkSafe standards. Apprentices and trainees must report unsafe practices promptly.

7. Inclusive Marketing & Enrolment (RTO)

Marketing uses inclusive language and imagery. Enrolment processes are accessible and transparent, outlining support services, inherent requirements, and adjustment pathways.

Document name: HGT Access and Equity Policy	Doc. #: POLDOC001	Version: 1.0
Location: C:\Users\GarthCleveland\Hospitallity Group Training WA\HGTWA - Documents\MD\HGT Policies & Processes\Policies and Procedures 2026		RTO: 0386
Author: G. Cleveland	Approval date: 08/01/2026	Review date: 08/01/2027
		Page 2 of 4

8. Recruitment, Employment & Induction (GTO)

Recruitment is inclusive and unbiased. Induction provides clear information on rights, obligations, host arrangements, support services, and complaint pathways.

9. Identification of Needs & Reasonable Adjustments

We invite voluntary disclosure of LLN, disability, and wellbeing needs. Adjustments such as assistive technology, flexible delivery, and extra time are implemented after consultation, preserving course integrity. Where adjustments are not reasonable, alternatives are offered.

10. Host Employer Responsibilities

Host employers must provide safe workplaces, define tasks aligned with training needs, ensure qualified supervision, communicate effectively, and support skill development opportunities.

11. Complaints & Grievance Procedures

Accessible processes exist for reporting discrimination, harassment, or equity concerns. Grievance Officers are available, and escalation options include external agencies such as ASQA, Fair Work, and AHRC.

12. Roles & Responsibilities

General Manager: Responsible for organisational governance, approval of policies and procedures, oversight of compliance with the RTO Standards 2025, and fostering an inclusive culture.

Training & Business Development Manager: Policy updates, audits, evidence registers, staff training.

Trainers / Assessors (RTO): Inclusive teaching, LLN assessments, adjustments, respectful environment.

Industry Consultants (GTO): Inclusive recruitment, induction, host vetting, monitoring inclusivity.

Student Support / Services: LLN and disability support, referrals, timely and culturally appropriate services.

Host Employers: Safe inclusive workplaces, prevent discrimination, collaborate on adjustments.

Learners / Apprentices / Trainees: Engage in training, disclose needs, follow anti-discrimination rules, provide feedback.

Document name: HGT Access and Equity Policy	Doc. #: POLDOC001	Version: 1.0
Location: C:\Users\GarthCleveland\Hospitality Group Training WA\HGTWA - Documents\MD\HGT Policies & Processes\Policies and Procedures 2026		RTO: 0386
Author: G. Cleveland	Approval date: 08/01/2026	Review date: 08/01/2027
		Page 3 of 4

13. Records & Evidence Management

Maintain registers for adjustments, support logs, host vetting, complaints. Records support audits and continuous improvement.

14. Continuous Improvement

- Biannual surveys of apprentices and host employers inform improvements.
- Internal audits and stakeholder feedback ensure ongoing compliance and effectiveness.

Document name: HGT Access and Equity Policy	Doc. #: POLDOC001	Version: 1.0
Location: C:\Users\GarthCleveland\Hospitality Group Training WA\HGTWA - Documents\MD\HGT Policies & Processes\Policies and Procedures 2026		RTO: 0386
Author: G. Cleveland	Approval date: 08/01/2026	Review date: 08/01/2027
		Page 4 of 4