



DISABILITY ACCESS & INCLUSION POLICY

1. PURPOSE

Empyrean Education Institute has developed this Disability Access & Inclusion policy to provide best industry practice and support services in addressing the seven desired outcomes of the Government of Western Australia Public Sector Commission's Disability Access & Inclusion Plan (DAIP) in accordance with the requirements of the Disability Services Act 1993, the WA Equal Opportunity Act 1984, and the Commonwealth Disability Discrimination Act 1992.

2. OVERVIEW OF EMPYREAN DAIP ELEMENTS

EI will manage its DAIP and further develop characteristics of the DAIP in accordance the seven (7) desired outcomes of the WA Public Sector Commission's DAIP including;

- People with disability have the same opportunities as other people to access the services of, and any event by, the EEI.
- People with disability have the same opportunities as other people to access the buildings and other facilities leased by EEI.
- People with disability receive information from EEI in a format that will enable them to access the information as readily as other people are able to access it
- People with disability receive the same level and quality of service from the employees of EEI as other people
- People with disability have the same opportunities as other people to make complaints to EEI
- People with disability have the same opportunities as other people to participate in any public consultation by EEI
- People with disability have the same opportunities as other people to obtain and maintain employment with EEI.

3. IMPLEMENTATION

EI will manage its DAIP and further develop characteristics of the DAIP in accordance the seven (7) desired outcomes of the WA Public Sector Commission's DAIP including;

- *People with disability have the same opportunities as other people to access the services of, and any event by, Empyrean.*

All EEI training services and events will be designed to ensure accessibility to people with disability. Event planning briefs must ensure plan for inclusion and access for people with disability and solutions to accessibility issues as they arise.

EI ongoing business planning must account for the inclusion of access, inclusion and equity of disable people in all EEI service delivery components.

EI Academic planning personnel to include EEI DAIP policy when validating & moderating unit materials and when developing EEI qualification strategy documents and plans.



- *People with disability have the same opportunities as other people to access the buildings and other facilities leased by EEI.*

EEI will ensure all ongoing operational planning maintains access to areas, buildings, industry placement and work experience facilities, required for people with disability to access delivery of training, administration and support services in accordance with this policy.

- *People with disability receive information from EEI in a format that will enable them to access the information as readily as other people are able to access it*

EEI will ensure the ongoing development of its website, printed materials to provide readily accessible sources of information for people with disability

EEI will provide all materials and publications in alternative formats upon request

- *People with disability receive the same level and quality of service from the employees of EEI as other people*

EEI ensures the same level and quality of service to people with disability as other employees, students and stakeholders of EEI. EEI Staff and Student Handbook outline the requirements of EEI staff and students to, encourage, maintain and develop EEI services to people with disability, equity and diversity in service delivery and inclusion.

- *People with disability have the same opportunities as other people to make complaints to EEI*

EEI complaints and appeals policy & procedure and associated forms are accessible and available to people with a disability.

EEI staff are available to assist people with disability to access and complete EEI complaints and appeals where requested.

- *People with disability have the same opportunities as other people to participate in any public consultation by EEI*

EEI ensures people with disability are include in EEI continuous improvement procedures, most notably the EEI student survey, distributed prior to the completion of each term.

EEI will ensure with the distribution and instruction of EEI student surveys, support and instruction are provided to people with disability, and where possible support persons, to ascertain the most relevant areas of disability support services or continuous improvement of current services required.

- *People with disability have the same opportunities as other people to obtain and maintain employment with EEI.*

EEI maintains a strict equity and diversity policy relating to its Human Resources, Recruitment and Induction procedures and will continue to ensure there is no discrimination to people with disability, and people with disability have equal access to EEI recruitment, selection and employment opportunities.

4. RESPONSIBILITIES

Empyrean Compliance Manager is responsible to ensure compliance with this policy and provide guidance for continuous improvement as per Empyrean policy.



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5. LEGISLATIVE & REGULATORY REQUIREMENTS

- Disability Services Act 1993
- WA Equal Opportunity Act 1984
- Commonwealth Disability Discrimination ACT 1992
- National Code 2007
- National Vocational Education and Training Regulator Act 2011
- Education Services for Overseas Students Act 2000
- Standards for Registered Training Organisations (RTOs) 2015