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	Access and Equity	Issued: 17/01/07 Next Review: 17/01/08

Top End Group Training Pty Ltd through its operating divisions is committed to the principles of access and equity for its clients and staff. The following policy and key strategies outline the key elements of the company's commitment.

ACCESS AND EQUITY POLICY

Top End Group Training Pty Ltd, through its operating divisions is committed to the principles of access and equity, and is in a position to make a difference in the Northern Territory community.

Our policy also recognised and abides by all provisions of the Equal Opportunity for Women in the Work Place Act 1999.

The company recognises that particular groups of people within the Northern Territory have experienced and continue to experience disadvantage and unequal employment and training outcomes. These groups include women, Aboriginal and Torres Strait Islanders, people with disabilities, the long-term unemployed, and people living in remote communities.

The policy also recognises the Department of Education, Science and Training Policy on access and equity, and support the initiatives outlined in its current strategy.

The aim of this policy is to see progressive improvement in the position of disadvantaged groups through our actions.

The policy also addresses our responsibility to our own staff with appropriate provision covered in the GTNT EBA 2006-2008.

ROLES AND RESPONSIBILITIES


Managers

Managers are responsible for fostering the implementation of access and equity practices by insuring that:

- The company's key strategic goals clearly define its role in meeting access and equity outcomes.
- Equal opportunity policies and practices are in place and understood
- All staff are provided with information and training about access and equity
- All staff are made aware of the progress in participation and outcomes for disadvantaged groups, and action plans are in place to improve these outcomes.

Staff

- Staff are responsible that they understand and implement the policy and behave in a courteous, sensitive, non-discriminatory, and culturally aware manner when dealing with other staff and clients.

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KEY STRATEGIES

Group Training Division

- The pursuit of specific goals to increase the numbers and retention of indigenous new apprentice's in-group training arrangements is a key element of our access and equity commitment. This includes three-year strategies in general group-training operations, school based new apprenticeships, and targeted remote community occupations.
- Improvements in the uptake of disabled new apprentices, in alliance with disability employment service providers.
- The development of policies as outlined in host employer agreements relating to work place harassment and bullying.

Australian Apprenticeships NT

- Detail strategies are outlined in the contractual obligations for the Australian Apprenticeships NT contract period 2006 – 2009, including improvements in the uptake and retention of new apprentices in major equity groups.

GTNT Training

- GTNT Training has specialised in the provision of appropriate training for indigenous new apprentices, and the needs of indigenous community organisations.

Staff

- Specific strategies to improve the cross cultural awareness of all staff, including knowledge and understanding of indigenous cultures.
- Recruitment of staff for designated positions involved in the servicing of indigenous territorians, and an increase in the numbers of indigenous staff employed by the company.
- Policy of advertising all vacancies internally to provide equal opportunity for all staff to pursue development opportunities.