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# EQUAL OPPORTUNITIES TO EDUCATION SESSIONS PROCEDURE 2.2.1C

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<b>Document Title:</b>	Equal Opportunities to Education Sessions Procedure 2.2.1c
<b>Policy Owner:</b>	Head of Education and Consulting
<b>Policy approved by:</b>	CEO
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**ALZHEIMER'S WA**

**Lvl1/40 Subiaco Square Road, SUBIACO WA 6008**

## Policy Statement

This procedure describes Alzheimer's WA processes that are used to tailor education sessions to meet the needs of the individual participant. This procedure applies to all workshops and courses conducted by Alzheimer's WA.

## Underpinning Principles/Guidelines

When an enquiry for education is received, the call recipient will endeavour to discuss the following when taking the booking:

- When a request is for an external venue is to be used, establish it has suitable access for the participants.
- Whether or not an interpreter will be required. If so, additional time may be required to complete the workshop.
- If the participants have special needs i.e. hearing or visual support is required, refer to the trainer to make adjustments to the presentation taking into account different learning styles and cultural concerns when appropriate.
- Any special dietary requirements (when refreshments are being offered).

## For Accredited Training only:

The Trainer/Assessor will determine the reasonable adjustment methods, which can be implemented in response to the student's individual needs, whilst ensuring it meets the unit of competency assessment requirements.

## Legislation

Key legislation, regulations and other requirements include but are not limited to:

- Equal Opportunities Act 1984

## Related Documents

- Standards for Registered Training Organisations 2015
- 2.2.1d - Code of Practice Policy

Revision History			
Date of Review	Summary of Revision	Revision Number	Revised By
Jul 2017	New Document	1.0.0	S Richards
Feb 2020	Re-format, additional steps to procedure	1.2.0	S Richards
Mar 2020	Reformatting and reviewing	1.2.1	GM Services
Apr 2021	Reformatting of document	1.2.1	Rachael Roberts
Aug 2021	Change of document ownership	1.2.1	Rachael Roberts