

# North Regional TAFE

## 2021 – 2025 Disability Access and Inclusion Plan (DAIP)

Open for public comment

DRAFT

North Regional TAFE intends to implement the following strategies and actions that target improving accessibility and inclusion of our services, facilities and information.

### **Outcome 1:**

**People with disability have the same opportunities as other people to access the services of, and any events organised by North Regional TAFE.**

Strategy	Action / Initiative	Responsible Officer/s
<b>1.1</b> Maintain an Access and Inclusion Focus Group to monitor, guide the implementation of DAIP activities and respond to emerging priorities.	Access and Inclusion Focus Group to meet four times a year tasked with reviewing progress, developing response to address emerging priorities or new access and inclusion initiatives for barriers as they are identified	Focus Group Chairperson - Director Organisational Services
<b>1.2</b> Ensure that College events, both on and off campus, are inclusive and accessible for all students and staff are aware of access to services and events responsibilities. (New buildings opening events, graduations, workshop conferences).	Make available to all staff information relevant to promotional material, Services and Events and can locate information on Intranet / SharePoint to assist with the planning for access and inclusion	All Staff organisers of Workshop conferences / Forums / opening / graduations Disability Support Coordinator Manager Planning and Quality
	Communicate Access and Inclusion / DAIP awareness within NR TAFE Connect / Start of year checklist for all staff	Disability Support Coordinator
	NRTAFE DAIP Focus group undertake post review of major events and communicate findings.	Access and Inclusion Focus Group



<b>1.3</b> Ensure training services procedures, forms and student resources material are accessible for people living with a disability (Policy, Procedures, Forms, course guide, student handbook)	Make available to all staff information relevant to Policies, Procedures and Forms relative to services. Communicate and locate information on Intranet / SharePoint to assist with creation of all new and revised organisational documents.	Disability Support Coordinator Manager Planning and Quality
	Develop student information to make available in alternative formats upon request, including material that is in electronic format, hardcopy in standard and large print, audio format on cassette or CD and by email.	Disability Support Coordinator

## **Outcome 2:**

**People with disability have the same opportunities as other people to access the buildings and other facilities of North Regional TAFE.**

Strategy	Action / Initiative	Responsible Officer
<b>2.1</b> Ensure that all buildings and facilities are accessible, accessible including future premises leased and / or built by the College.	Continue to investigate accessibility of campus buildings and facilities. Conduct access audit on building accessibility and carparks needs annually and or as need is identified.	Facilities Manager Disability Support Coordinator
<b>2.2</b> Ensure staff and students are aware of emergency evacuation procedures and plans.	Evacuation plans at each campus are reviewed annually and made available to all staff and students. Provide within the Student Handbook, communicate at course induction and locate information on Intranet / SharePoint	OHS Manager Disability Support Coordinator
	A Personal Emergency Evacuation Plan (PEEP) established and communicated to staff and	Disability Support Coordinator



	student to ensure safe evacuation procedure. A PEEP is a practical measure to ensure appropriate, agreed actions are taken for the individual in an emergency. This customised document provides the framework for the planning and provision of emergency evacuation of a person with disability.	Disability Support Worker/Carer Campus Fire warden/s Relevant Lecturer and Training Management Area OHS Manager – PEEP Register
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### **Outcome 3:**

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

Strategy	Action / Initiative	Responsible Officer
<b>3.1</b> Ensure that information about the College's services, facilities and events are available in alternatives formats and is clear and concise.	Review and develop appropriate communication formats for policy, procedures, forms, signage and other relevant student documents. E.g. Student Handbook, Course Guides	Disability Support Coordinator Marketing Coordinator Manager Planning and Quality
	Develop "Accessibility" and "Contact us" more prominent on our Website <a href="https://www.northregionaltafe.wa.edu.au/accessibility">https://www.northregionaltafe.wa.edu.au/accessibility</a>	Marketing Coordinator
<b>3.2</b> Inform staff, students and the community that College information is available in alternative formats on request.	Staff briefings and awareness training to inform staff information is available in alternative formats. Links on the Web and Intranet.	Disability Support Coordinator Marketing Coordinator
<b>3.3</b> Ensure learning resources, including online learning resources, are available in	Undertake annual internal review of online Copyright information in accordance with DTWD Copyright advice.	Manager Planning and Quality / Training



accessible formats, complying with copyright regulations.		
<b>3.4</b> Ensure that the College's website meets Web Content Accessibility Guidelines WCAG2.0	Accessible website checklist (hyper link to website) Ensure that WCAG2.0 standards are adhered to.	Marketing Coordinator

#### **Outcome 4:**

**People with disability receive the same level and quality of service from the staff of North Regional TAFE as other people receive from the staff of North Regional TAFE.**

Strategy	Action / Initiative	Responsible Officer
<b>4.1</b> Raise staff awareness of disability and access issues and provide information sessions, awareness and training to improve skills to provide good service.	Promote and communicate Professional development opportunities to all staff.	Disability Support Coordinator
	Regularly communicate to staff via face to face visits, internal channels and platforms	Disability Support Coordinator Manager Organisational Support Services
	Implement awareness at staff inductions and re-inductions	Disability Support Coordinator
	Develop a platform and collect relevant staff support information and resources in one place on the intranet / share point	Disability Support Coordinator
	Coordinate awareness events for all staff to celebrate diverse abilities on International Day of People with Disability 3 December each year: <ul style="list-style-type: none"> <li>“Pop up message” on our all workstation's desktop – 3 December</li> </ul>	Disability Support Coordinator Marketing Coordinator



	<ul style="list-style-type: none"> <li>Posters promoting inclusivity for staff rooms, workshops and classrooms</li> <li>Celebrate diverse abilities BBQ lunch for all students and staff 3 December every year on every campus</li> </ul>	
<b>4.2</b> Ensure that College staff are aware of the relevant requirements of the Disability Services Act, Disability Discrimination Act and Education Standards.	Make available relevant Access, Equity and Inclusion Acts and Standards available in one location Intranet/SharePoint	Disability Support Coordinator Manager Planning and Quality
<b>4.3</b> Ensure all new and revised documents are checked for compliance in Equity, Access and Inclusion principles	Develop Policies and Procedures Access Inclusion in accordance with the Quality Management System and make available on Intranet/SharePoint to assist and support staff	Manager Planning and Quality in accordance with the Policy Framework

## **Outcome 5:**

### **People with disability have the same opportunities as other people to make complaints to North Regional TAFE.**

Strategy	Action / Initiative	Responsible Officer
<b>5.1</b> Ensure that all people are provided with opportunities to feedback and comment on access to services.	Accept complaints in a variety of formats, such as by telephone, email, written or in person and the Feedback registered.	Manager Planning and Quality
	Resolve complaints in a timely and constructive manner.	Manager Planning and Quality
	Complaint Management Framework Review prior to August 2021.	Manager Planning and Quality
<b>5.2</b> Ensure that feedback and grievance mechanisms are accessible for all people.	Publicise and communicate assistance is available for people to make complaints, if requested.	Client Services and Information Officers Marketing Coordinator Disability Support Coordinator



### **Outcome 6:**

**People with disability have the same opportunities as other people to participate in any public consultation by North Regional TAFE.**

Strategy	Action / Initiative	Responsible Officer
6.1 Ensure public consultations are accessible and inclusive for people with disability	Ensure that all students and staff are aware of consultative process, through intranet, focus group committee members.	Marketing Coordinator Disability Support Coordinator
6.2 Seek a broad range of views from the community on disability and develop and maintain strategic partnerships with key agencies to maximise access to services for people with disability.	Liaise with NDIS Local Coordinators and other agencies and individuals to identify ways of enhancing community inclusion by regular meetings and working towards agreed projects and outcomes.	Disability Support Coordinator

### **Outcome 7:**

**People with disability have the same opportunities as other people to obtain and maintain employment with North Regional TAFE**

Strategy	Action / Initiative	Responsible Officer
7.1 Ensure recruitment practices are inclusive of and accessible to people with disability	Monitor and assess compliance in relation to Public Sector standards and Instructions, Equal Opportunity Act and Discrimination Act	Senior Leaders / Business leadership Group Human Resources
7.2 Ensure employees with disability are given support to undertake their role and meet long term career goals	Ensure all HR processes and procedures support diversity and inclusion. Consult and communicate with working with support agencies in ways of improving how to attract, recruit and retain people with disability.	Senior Leaders / Business leadership Group



<b>7.3</b> Develop and implement a strategy to increase staff and student confidence to disclose disability.	Senior Leaders /Business leadership Group to communicate rights and possible support for Reasonable Adjustment through undertaking discussions within staff Annual Performance Reviews, communicate within the principles that are inclusive, transparent and confidential.	Senior Leaders / Business leadership Group
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Please return any suggestions, feedback or comments to:

Claudia Oelschlaegel

[Disability.Support@nrtafe.wa.edu.au](mailto:Disability.Support@nrtafe.wa.edu.au)