



## **Disability Policy**

This document provides a summary of Guild Training's commitment in supporting the involvement of people with disabilities in training both as learners and employees.

Guild Training supports involvement of people with disabilities in education both as learners and employees. Guild Training aims to provide learners and prospective learners with disabilities with the opportunity to realise their individual capabilities for physical, social, emotional and intellectual development through full participation in Guild Training.

Guild Training recognises its obligation to provide a safe physical environment in which learners with disabilities can undertake their studies

This policy and procedure has been developed by the Pharmacy Guild of Australia as an all-inclusive document for delivery of training and assessment services in the state/territory Branches and should be read in conjunction with the individual state/territory Branch policies and procedures.

### **Procedure: actions and responsibilities**

<b>Action</b>	<b>Responsibility</b>
Guild Training is committed to equal opportunity principles and therefore does not discriminate on grounds of disability when considering an application for enrolment from a learner.	National Secretariat State Branches
Guild Training encourages prospective learners with disabilities to disclose the nature of their disabilities and their special needs during its admission and enrolment procedures. The enrolment form seeks self-disclosure of a disability.  While Guild Training undertakes to assist learners with disabilities in their studies, it can do so only if learners disclose the nature or their disability in the enrolment process. Request for this information is included on all Guild Training enrolment forms.	Learner
If prospective learners with disabilities have not advised Guild Training in its enrolment processes of their disability and their special needs, Guild Training may be unable to provide the learners with the special support to complete programs of study to which they have been admitted.	National Secretariat State Branches
Guild Training will attempt to modify existing learning and assessment strategies to accommodate the range of disabilities learners may have providing such modification does not compromise the educational standard or the essential nature of the learning.	National Secretariat State Branches
Guild Training encourages staff to take account of the diverse nature of the learner population in planning a course and particularly in the selection of training and assessment methods.	National Secretariat State Branches
Guild Training supports the use of alternative strategies for training and assessment of courses undertaken by learners with disabilities. Alternative strategies may include: <ul style="list-style-type: none"><li>• Use of specialist equipment</li><li>• Use of a teaching assistant or aide</li></ul> State Branches have identified support services located within their state and can contact these agencies when required.	National Secretariat State Branches
Guild Training aims to provide an environment which facilitates a quality physical environment for learners with disabilities. Guild Training requires that all new buildings are designed for access and use by learners with disabilities in accordance with the appropriate Australian standard. Guild Training will modify, where possible, access to older buildings which do not meet these standards.	National Secretariat State Branches

**Associated documentation**

Training Agreement  
Learner handbook  
Staff induction manual  
Access and equity – information sheet

**Related topics**

Anti-Discrimination policy/procedure

**References****Authority**

National Training Manager – 12.02.2009  
National Training Manager – 15.06.2010  
National Training Manager – 29.07.2011  
Academy Compliance Manager – 21.10.2013  
Academy Compliance Manager – 18.06.2014  
Head – Guild Pharmacy Academy – 09.07.2016