

Summary of Code of Practice

BCS makes equal training opportunities available to all eligible people regardless of gender, cultural or ethnic background, marital status, physical disability or sexual preference. However, since we have limited places available there is a competitive selection process. The policy is available from the course facilitator

The BCS Organisation and Employee Development unit provides

- qualified, experienced and committed training staff
- a supportive and stimulating learning environment where participants may pursue their training goals
- ready access to assessment and progressive results
- prompt and non-prejudicial complaints and appeal procedures which keep all parties informed and protect confidentiality
- privacy of records or documents containing personal or sensitive information
- mutual recognition to AQF qualifications and statements of attainment gained through Registered Training Organisations within Australia.
- equal opportunity in training and assessment activities for all people, including those with special needs.

All OED team members

- work within the Mission and Values of BCS
- provide a learning environment where participants are treated fairly and with respect, free from discrimination or harassment
- ensure the well-being of participants' compliance with relevant occupational health & safety procedures.

Full coverage is provided in our *BCS Registered Training Organisation Code of Practice*.