



Equity and Access Policy and Procedure

**Australian College
RTO91110**

Unit 7
70 Croydon Street
Cronulla NSW 2230
Sydney, NSW
Australia

Phone: +61 2 9386 2500
admin@australiancollege.edu.au

Responsible Officer	Australian College Compliance Manager
Approved by	CEO Australian College
Review by	Compliance
Last Reviewed	16/01/2021
Next Reviewed	16/01/2022
Approved and commenced	22/08/13

REVIEW AND REVISION

The policy and procedure will be revised annually or, amended following continuous improvement strategies implemented by the College.

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BACKGROUND

Australian College Pty Ltd is committed to ensuring an equitable environment for all people at all times and especially in the workplace. The commitment to equity is not simply because it is good business sense but also because it is based on the fundamental principles upon which Australian College Pty Ltd functions; freedom, fairness and the fulfilment of our potential as individuals. This policy applies to all members of the Australian College Pty Ltd including visitors, contractors, work experience personnel, volunteers and the general public.

The Australian College Pty Ltd as an employer, registered training organization and community leader recognises the rights of all students, staff and community members to be treated fairly and with respect at all times in an environment free from harassment and discrimination.

The Australian College Pty Ltd encourages a mix of students from minority groups that have traditionally been under represented.

As an Equal Opportunity Employer we are committed to eliminating discrimination in our recruitment and employment practices in particular race, pregnancy, marital status, physical or intellectual impairment, sexual preference, political or religious beliefs.

All staff are responsible for maintaining standards of behaviour and conduct in the workplace

SCOPE

This policy and procedure is applicable to all staff

PURPOSE

The purpose of this policy is to inform and ensure that all staff and students are treated in an equitable environment

POLICY

Australian College's commitment to "individual training" recognises the uniqueness of learners. It supports the idea that there may not be a homogeneous background within a client group and so achieves its mission by meeting individual needs and providing individual training plans and learner pathways.

Freedom

For Australian College Pty Ltd freedom of opinion and action is to be confined only by the necessity of ensuring the same degree of freedom to other people. All Australian College Pty Ltd staff, no matter what position they hold in the company, is free to propose their opinion and have their ideas considered. They are also free to work in any manner they wish provided they meet their outcomes and where it can be shown that their activity improves our work environment and/or prosperity.

Fairness

No individual is to be treated unfairly for any reason whatsoever. We cannot be respected if we do not respect; we cannot be prosperous if we do not ensure the prosperity of others; we cannot gain opportunity if we do not fight to create opportunity for everyone with whom we deal.

Fulfilment

All individuals are to be allowed to fulfil their need for physical, emotional and spiritual well-being. Clients will receive the service for which they have paid and/or being financially paid for their contribution, by having their contribution openly acknowledged, and by being given the opportunity to express their opinions in an atmosphere free from censure.

The Equity and Access policy of the Australian College Pty Ltd has five major objectives:

- To ensure that staff of the Australian College Pty Ltd enter into the spirit of the Equity and Access policy
- To eliminate direct or indirect discrimination
- To promote equal employment and educational opportunities for socially, economically and geographically disadvantaged groups
- To achieve a balanced participation of minority groups in all education and employment activities
- To encourage an increasing recognition of inequalities that exists in the community that redress the effects of past discrimination in education and employment. (These groups include women, Aboriginal and Torres Strait Islander people, those with disabilities, and those from non-English speaking backgrounds.)

PROCEDURE

Milestones Program

Australian College Pty Ltd wants to ensure each student receives the required support to the completion of their chosen qualification. Australian College courses are flexible to provide students with the maximum access and where possible are changed to meet their needs. Students have free and open access to senior management and lecturing staff who will act immediately on any student concern without prejudice to the student.

Australian College has provided assistance for wheelchair bound students, blind students, students with religious requirements, physical disabilities so that they might complete their course.

The College is committed to providing a learning and working environment free from discrimination on the grounds of disability by providing support systems and special equipment, aids and modifications wherever possible.

Regular contact with enrolled students will be scheduled, implemented and maintained during the student's course duration. Course completion is important to the student and Australian College Pty Ltd.

Once a student enrolls into a course, they will be contacted by the College staff to offer assistance and encouragement.

The contact will be scheduled for:

- One month from enrolment date
- Two months from enrolment date
- Three months from enrolment date
- Continuing once every 3 months, until course completion.

The milestones contact is in addition to the contact generated from submitted assessments and/or any request for trainer assistance.

Courses Oversight Committee

Australian College has a Courses Oversight Committee charged with ensuring that the principles set out in this document are implemented and policed. The Committee is the final arbitrator of all disputes within the company and can seek guidance and advice from bodies outside the company.

The Courses Oversight Committee reports directly to the Directors and its decisions are binding upon Australian College.

The Courses Oversight Committee has jurisdiction over all formal complaints made to Australian College regarding the treatment of clients, trainees, students or staff. This jurisdiction includes disputes arising over the issuing of certificates or qualifications or the refunding of fees and charges paid to Australian College by trainees, students or clients. The Committee does not have jurisdiction over disputes involving commercial agreements made by the Board nor complaints involving staff remuneration levels, except where an issue of harassment or unfair discrimination is perceived.