

POLICY:	ACCESS AND EQUITY
NVR Ref:	Standard 4
IBI Ref:	IBI-2-A 1
Policy	<p>The primary role of the Access and Equity Policy is to promote full and equal participation of all students and staff of the Institute and to foster an environment free of discrimination and harassment.</p> <p>Guidelines:</p> <ol style="list-style-type: none"> 1. The Institute is committed to effecting change that promotes equality of opportunity for all. The Access and Equity Policy is guided by the following principles: <ul style="list-style-type: none"> • all staff and students have a right to quality of opportunity. • there is recognition of, respect for and promotion of diversity within our community. • there is encouragement of initiatives to effect change. • while some people clearly need our advocacy, we support and encourage people on the journey of self-determination and self-advocacy (empowerment). • Every person has a right to participate in decisions that affect their lives. • Compliance with Standard 4 so that Learners have timely access to current and accurate records of their participation and progress 2. The Student Administration Manager provides information at orientation on the following services: <ul style="list-style-type: none"> Disability Services Harassment and Discrimination Complaints Equal Opportunity for Women Equal Employment Opportunities Indigenous People People from non-English speaking background People in rural and remote areas Temporary Protection Visas.

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| | <p>3. The CEO and executive team ensure that the structures and practices of the Institute are in accordance with state and national legislation regarding all areas of Equal Opportunity, including sex discrimination, racial discrimination, disability discrimination and Equal Opportunity for women in the workforce, in particular by supervising the incorporation of the principles of state and national legislation into policy. The Institute also refers to the Access and Equity policy when complying with state and national education standards including (NVR Standards for Registered Training Organisations (RTOs) 2015)</p> |
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Policy: ACCESS & EQUITY (cont)
Specific Principles

All staff and participants have a right to work in an environment free of any form of harassment and discrimination:

- All reports of harassment and discrimination will be treated seriously, impartially and sensitively. Harassment and discrimination, including victimisation and bullying, is unwelcome, uninvited and unacceptable behaviour that will not be tolerated
- When management is informed of any harassment or discrimination, it has the responsibility to take immediate and appropriate action to address it.
- In dealing with all complaints, the rights of all individuals should be respected and confidentiality maintained.
- Whenever possible, all complaints should be resolved by a process of discussion, cooperation and conciliation. The aim is to achieve an acceptable outcome while minimising any potential damage to the Institute.
- Both the person making the complaint, and the person against whom the complaint has been made, will receive information, support and assistance in resolving the issue.
- Victimisation is unacceptable and will not be tolerated. No person making a complaint, or assisting in the investigation, should be victimised.
- Harassment or discrimination should not be confused with legitimate comment and advice (including feedback) given appropriately by management or trainers.
- Staff and participants should not make any frivolous or malicious complaints. All staff and participants are expected to participate in the complaint resolution process in good faith.

VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes
5.0	April 2017	No material changes