

## ACCESS, EQUITY AND ANTI-DISCRIMINATION POLICY

### Standards & Legislation

This policy incorporates the requirements of

- Equal Opportunity Act, 2010
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984.
- Disability Standards for Education 2005

### Scope

This policy applies to all Cultura Training staff, prospective and current students.

### Purpose

This policy aims to outline Cultura's commitment to applying access, equity and anti-discrimination principles in all their dealings.

### Policy Statement

Cultura is committed to ensuring that:

- Cultura Training applies access and equity principles and provides timely and appropriate information, advice and support services which assist clients in identifying and achieving their desired outcomes.
- Every student has access to the level of support required to enable them to reach their full potential without it causing unjustifiable hardship to the organisation;
- Cultura Training policies and procedures incorporate access and equity principles.
- Cultura Training sets out its Access and Equity principles in our Code of Conduct document.
- Cultura Training ensures that copies of policies and procedures and the Code of Conduct are provided and adhered to by staff.
- Cultura Training ensures that access to programs is available to all persons regardless of age, colour, gender, disability, race or social/ ethnic background.
- Cultura Training does not discriminate against clients based on age, colour, disability, race, gender, social/ethnic background or employer.
- No person is discriminated against, harassed or treated unfairly in their dealings with Cultura;
- All Cultura Training employees are required to abide by legislative requirements relating to Access Equity and Anti-discrimination. Refer to the Cultura Prevention of Unlawful Behaviours Policy.
- It complies with relevant Equal Opportunity legislation and Anti-Discrimination Acts.

### Policy

#### 1. Diversity

Cultura recognises and values the individual differences of students and the community and recognises that students come into programs with a wealth of personal knowledge and life experiences.



Cultura recognises that diversity is an opportunity to enrich and extend opportunities for all, by creating an inclusive environment for all people regardless of their background.

This is ensured by:

- providing a welcoming and supportive training community;
- offering flexibility in the way in which training and assessment is provided;
- provide reasonable adjustments to training and assessment activities when required and within reason;
- having transparent student and staff recruitment and selection procedures;
- determining the needs of all individuals upon engagement with the organisation;
- providing students, staff and clients access to a range of support services.

## 2. *Discrimination*

Treating a person or group of people with an identified attribute (see below) or personal characteristic less favourably than another or others rather than on individual merit. Discrimination may be direct or indirect.

Attribute refers to a characteristic or personal circumstance that is the basis or part of the basis of the act of discrimination, harassment, victimization or vilification e.g. sex/gender, age, race, religious belief or activity, family status, pregnancy, breastfeeding, physical features, political belief or activity, disability, gender identity, impairment, marital status, colour, physical disability, national extraction, medical record, sexual orientation, nationality, industrial or trade union activity, social origin, lawful sexual activity, intellectual psychiatric disability, personal association or personal relationship to another person with one or more of the above-mentioned characteristics.

**2.1 Direct Discrimination:** involves treating someone less favourably because of their possession of an attribute (see above) compared with someone without that attribute in the same circumstances. An example of direct discrimination would be not giving a woman a job because she is more likely to take maternity leave.

**2.2 Indirect Discrimination:** involves setting a condition or requirement which a smaller proportion of those with the attribute are able to comply with, without reasonable justification.

## 3. *Harassment*

Any unwelcome, uninvited or unsolicited behaviour, comments or conduct that offends, humiliates or intimidates a person at whom they are directed. Harassment may be physical, verbal, visual or written (including electronic). Types of harassment include Sexual Harassment, Racial Harassment, Religious Harassment, Political Harassment, Age Harassment, and Disability Harassment.

## 4. *Bullying*

Repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to physical and psychological health and safety.

## 5. *Unreasonable behaviour*

Behaviour that a reasonable person, having regard to all other circumstances, would expect to victimize, humiliate, undermine or threaten another person.

## 6. *Victimisation*

Refers to payback or retribution associated with a person that raises or is involved in a complaint.

## 7. Vilification

A public act which incites, encourages or urges others to hate, have serious contempt for or severely ridicule a person or group of people because they are (or thought to be) members of a particular group. Vilification has no justification in 'free speech'.

## 8. Fairness

The principles and practices adopted by Cultura aim to ensure that current and prospective students, clients and other stakeholders are treated fairly and equitably in all their dealings with Cultura.

Cultura aims to provide open, fair, clear and transparent policies and procedures for use by all staff and students.

Cultura has fair and equitable processes for selecting students for enrolment into courses. Decisions about student selection are based on clearly defined entry requirements and the outcomes of the pre-enrolment process (including LLN assessments) and pathway conversations. Entry requirements are included in all programs' marketing material and published on the Cultura website.

All students will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

## 9. Exclusion from services

A person may not be permitted to access our services if:

- they have a criminal history that impacts on the requirements of the course or the area being studied;
- the student requires delivery in a language other than that being offered by Cultura in accordance with the related Training Package;
- the student requires special services or facilities and the provision of such would cause unjustifiable hardship to Cultura.

## 10. Equity in access

Cultura provides equity in access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

Cultura provides equitable access to training and assessment services by:

- offering culturally appropriate training and assessment resources that are relevant to student needs and circumstances;
- referring students to support and counselling services where needed;
- offering a wide range of course and learning options;
- assisting students to arrange additional services if required such as interpreters or trained note takers;
- encouraging students to be involved in their own feedback and decision-making processes to ensure realistic training goals and progress;
- complying with the Disability Discrimination Act – Education Standards 2005 when enrolling any student with a disability.

## 11. Information to Students

Cultura training provides clear information to students, prior to enrolment, about each of the following;

- Course entry requirements

- client selection, enrolment and induction procedures
- course information, including content and vocational outcomes
- fees and charges, including course cancellation terms
- provision for language, literacy and numeracy assessment
- client support, including any external support the RTO may arrange for clients
- flexible learning and assessment procedures
- welfare services
- accessing the complaints and appeals policy
- academic misconduct definitions and outcomes
- staff responsibilities for access and equity; and
- recognition of prior learning (RPL) & credit transfer arrangements
- client safety information
- OHS information
- access to records
- attendance and course progress assistance
- support service contacts
- employer agreements

Information is disseminated to students and prospective students via;

- Promotional materials
- Verbal information on the telephone
- Client information handbook
- Meetings
- Website

## 12. Support services

Support services are provided to all students who require them. Please refer to the current Student Handbook for details.

## Related Documents

- Prevention of Unlawful Behaviours Policy
- Pre-Enrolment and Student Support Policy
- Reasonable Adjustment Policy
- Trainer Recruitment, Selection and Induction Policy
- Marketing Policy
- Student Handbook
- Enrolment Policy and Procedure