

## 1. Policy

In line with obligations under Victorian and Commonwealth legislation, Ultimate Institute of Australia is committed to promoting a fair and equitable environment for staff and students that is free from discrimination, harassment and vilification.

This policy applies to all current and prospective Ultimate Institute of Australia staff and students and should be read in conjunction with the 'Complaints and Appeals Policy and Procedure.'

## 2. Related Standard

Standard 6 (The National Code 2007)

## 3. Responsibility

The CEO, Administration Manager and the Training Manager will be responsible for the implementation of this policy and to ensure that the staff are aware of its application and procedures.

## 4. Legislation

4.1. Ultimate Institute of Australia acknowledges its legal obligations under State and Federal equal opportunity laws that include:

- The Racial and Religious Tolerance Act 2001 (Cth)
- The Sex Discrimination Act 1984 (Cth)
- The Disability Discrimination Act 1992 (Cth) (including Disability Standards for Education)
- The Equal Opportunity Act 1995 (Vic)
- Anti-Discrimination Act 1977

## 5. Principles and practices of equity in education and training

5.1. Ultimate Institute of Australia will ensure that

- Training and employment services are available to all students regardless of ethnicity, gender, age, marital status, and sexual orientation, physical or intellectual impairment.
- Harassment, including Sexual harassment, and bullying will not be permitted in the workplace, or in the training environment.
- Grievance procedures are in place to ensure that any concerns are dealt with immediately and appropriately. (Refer to the Complaints and Appeals Policy and Procedure).

- Where possible, a range of support services or appropriate referrals will be provided to students with special needs.

## 5.2. Staff responsibilities

- All employees of Ultimate Institute of Australia are required to ensure that all students receive fair and equitable services within their scope of responsibility.
- All staff holds the responsibility to maintain a work and study environment free from discrimination and harassment.
- Management is responsible for ensuring adherence to the Ultimate Institute's policies and procedures that support this goal.

## 5.3. Student selection

- Students will not be denied access to services offered by Ultimate Institute of Australia where they are deemed eligible for the service.
- Students will be individually assessed on their eligibility for the service being provided and selection will comply with relevant equal opportunity legislation and the selection criteria for the service.
- Whilst practising an open access policy, it is recognised that student eligibility for services may be influenced by:
  - Government funding/contract requirements
  - Course pre-requisites, and
  - Availability of services.
- Where limited places are available, student selection is on a first in, first served basis.

## 5.4. Assessment Process

- Ultimate Institute of Australia provides an assessment process that is fair, valid, reliable and consistent through:
  - Recognition of previously acquired skills and knowledge
  - Adequate information on course and subject assessment, prior to enrolment in the course
  - Adapting assessment to meet student needs while still maintaining a high quality, valid and consistent process
  - Giving students the right to appeal an assessment or recognition decision
  - Giving all students an equal opportunity to demonstrate competence.

## 5.5. Student Support

# Access and Equity Policy

- Reasonable adjustment is provided to those with a disability or special need according to individual circumstances. Reasonable adjustment may include but is not restricted to:
  - Educational support
  - Learning and assessment aids such as papers in large print or the use of scribes or interpreters
  - Extra time to complete a course or assessment.

## 5.6. Learning support

- Is facilitated for those with basic literacy, numeracy or English
- Language difficulties or other identified areas of learning difficulty
- Special consideration may be granted if illness, bereavement or personal trauma prevent a student from completing an assessment

## 5.7. Access to facilities

- Ultimate Institute’s premises provide appropriate access to facilities.

## 5.8. Complaints and appeals

- Complaints and appeals are addressed in a fair and equitable manner.
- Individuals who believe they have been treated unfairly are encouraged to use Ultimate Institute’s student complaints and appeals procedures.
- Ultimate Institute of Australia will promptly and thoroughly investigate all complaints and appeals in accordance with its complaints and appeals policy.

## 6. Resources and Forms

Critical Incident Form

## 7. Revision history

Revision	Date	Description of modifications
1 1.0	June 2015	Policy created and approved
2 1.1	August 2016	Policy updated and approved
3		