

## Legislative Framework

This policy is informed by and gives effect to the following legislation and regulatory standards:

- Equal Opportunity Act 2010 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)
- Disability Discrimination Act 1992 (Commonwealth)
- Disability Standards for Education 2005 (Commonwealth)
- Age Discrimination Act 2004 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Child Wellbeing and Safety Act 2005 (Vic) – Child Safe Standards
- AQTF Essential Conditions and Standards for Continuing Registration – Standard 2
- Standards for Registered Training Organisations 2015 (Commonwealth) – the national standards framework governing RTO registration, quality of training and assessment, and client services
- VRQA Guidelines for VET Providers

## Overview

St Joseph's College is committed to ensuring that:

- i. Access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all students, prospective students and other clients.
- ii. No person is discriminated against, harassed or treated unfairly in their dealings with St Joseph's College.
- iii. Each student has access to the level of support required to enable them to reach their full potential without it causing unjustifiable hardship to the College.
- iv. The College complies with relevant Victorian state and Commonwealth Equal Opportunity and Discrimination legislation.
- v. The College provides a child safe environment consistent with the Victorian Child Safe Standards.

## Scope

This policy applies to St Joseph's College's liaison with students, prospective students, staff, parents and guardians, visitors, staff of other educational and government organisations.

## Diversity

St Joseph's College recognises and values the individual differences of its students, staff and the broader College community. The College recognises that students come into its programs with a range of personal knowledge and life experiences.

St Joseph's College promotes an inclusive training environment and recognises that diversity is an opportunity to enrich and extend opportunities for all.

St Joseph's College creates an inclusive environment for all people regardless of their background by:

- a) Providing a welcoming and supportive education and training community.
- b) Providing reasonable adjustments to training and assessment activities.
- c) Having open recruitment and selection procedures.
- d) Determining the needs of all individuals upon engagement with the organisation.
- e) Providing students with access to a range of support services.

## Discrimination

In accordance with legislation, at St Joseph's College no person or organisation will be treated unfairly or discriminated against based on age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.

## Harassment

St Joseph's College is committed to providing all persons with an environment free from all forms of harassment. St Joseph's College will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

## Fairness

The principles and practices adopted by St Joseph's College aim to ensure that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with the College.

St Joseph's College aims to provide open, fair, clear and transparent policies and procedures for use by staff and students.

St Joseph's College has fair and equitable processes for the selection of students into its VET courses. Decisions about student selection are based on clearly defined entry requirements. Students will be selected on merit and based on the course's publicised criteria. Entry requirements as well as application and enrolment procedures are clearly identified within the College's marketing materials such as course guides and the College's website.

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

## Exclusion from Services

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

- f) They have a criminal history which impacts on the requirements of the course and/or vocation of the area being studied.
- g) The student requires delivery in a language other than that being offered by St Joseph's College in accordance with the related Training Package.
- h) The student requires special services or facilities and provision of such would cause unjustifiable hardship to the College.

## Equity in Access

St Joseph's College 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.

St Joseph's College provides equitable access to training and education services by:

- i) Offering culturally appropriate teaching resources that are relevant to participant needs and circumstances.
- j) Offering a range of training and assessment methodologies.
- k) Referring students to support and counselling services where needed.
- l) Assisting students to arrange additional services if required such as interpreters or trained note takers.
- m) Encouraging participants to be involved in their own feedback and decision-making processes regarding realistic goals and progress.

## Support Services

General learning support is available to assist students with any aspect of learning and assessment and includes assistance for students from non-English speaking backgrounds. Where the required support is beyond the scope of St Joseph's College, students will be provided with the contact details of relevant external agencies.

**NB For** internal St Joseph's College students any costs incurred because of consulting with an external agency will be met by the student's parent or guardian. For external students undertaking VET courses at St Joseph's College any costs incurred because of consulting with an external agency will be met by the home school or referring agency.

*Refer to the Student Support Policy for further information regarding St Joseph's College support services.*

## Child Safe Standards

St Joseph's College is committed to the safety and wellbeing of all children and young people. The College implements the Victorian Child Safe Standards under the Child Wellbeing and Safety Act 2005 (Vic) and ensures that:

- n) All staff are trained in child safety obligations.
- o) Policies and procedures promote a child safe culture.
- p) Students are supported to raise concerns about safety or inappropriate behaviour.
- q) Any concerns regarding child safety are reported and managed in accordance with the College's Child Safety Policy.

## Complaints and Grievances

Any student or staff member who believes this policy has not been upheld may lodge a complaint in accordance with the College's Complaints and Appeals Policy. All complaints will be handled fairly, confidentially and without prejudice. Complainants will not suffer any disadvantage or victimisation because of raising a concern.

## Policy Review

This policy will be reviewed annually in February by the RTO Management Team to ensure ongoing compliance with the VRQA Guidelines for VET Providers, the AQTF Essential Conditions and Standards for Continuing Registration, and relevant equal opportunity and anti-discrimination legislation. Reviews will also be triggered by changes to legislation, regulatory requirements, or College operations.

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#### Documentation Modification

The College will maintain a history of updates to this policy.

Date	Version	Comment
January 2014	V1.0	Developed by the RTO Management Team.
February 2015	V1.1	Annual review by RTO Management Team – No Change.
February 2016	V1.2	Annual review by RTO Management Team – No Change.
February 2017	V1.3	Annual review by RTO Management Team – No Change.
February 2018	V1.4	Annual review by RTO Management Team – No Change.
February 2019	V1.5	Annual review by RTO Management Team – No Change.
February 2020	V1.6	Annual review by RTO Management Team – No Change.
February 2021	V1.7	Annual review by RTO Management Team – No Change.
February 2022	V1.8	Annual review by RTO Management Team – No Change.
February 2023	V1.9	Annual review by RTO Management Team – No Change.
February 2024	V1.10	Annual review by RTO Management Team – No Change.
February 2025	V1.11	Annual review by RTO Management Team – No Change.
February 2026	V2.0	Annual review by RTO Management Team. Updated to include Legislative Framework section, Child Safe Standards, Complaints and Grievances, and Policy Review sections.