

## Registered Training Organisation Policy - Access, Equity and Anti-Discrimination

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### 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.

### 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 on the basis of 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.

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### 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.

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:

- a) They have a criminal history which impacts on the requirements of the course and/or vocation of the area being studied.
- b) The student requires delivery in a language other than that being offered by St Joseph's College in accordance with the related Training Package.
- c) 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:

- a) Offering culturally appropriate teaching resources that are relevant to participant needs and circumstances.

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- b) Offering a range of training and assessment methodologies.
- c) Referring students to support and counselling services where needed.
- d) Assisting students to arrange additional services if required such as interpreters or trained note takers.
- e) 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 as a result 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 as a result 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.*

### Documentation Modification

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

Date	Comment	
January, 2014	V1.0	Developed by the RTO Management Team.
February, 2018	V1.0	Reviewed by RTO Management Team - No Change.
February, 2020	V1.0	Reviewed by RTO Management Team - No Change.