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## ACCESS AND EQUITY

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**POLICY TITLE:** ACCESS AND EQUITY POLICY

**POLICY NUMBER:** WIP0910

**RESPONSIBILITY:** MANAGER, STUDENT ADMINISTRATION SERVICES (“MSA”)

### What is Access and Equity?

This Policy is to promote fair and equal access, for all students and potential students, regardless of characteristics such as their gender, sexuality, race, nationality, ethnic background, age, marital status, religion, pregnancy, political convictions, physical disability or intellectual impairment.

This Policy seeks to create a training and education environment free from all forms of discrimination and harassment, including sexual harassment, and which enables all students to understand the course in which they are enrolled/wishing to enrol to their full potential.

Access and equity covers three broad areas: Discrimination, Harassment and Affirmative Action. Each of these areas is supported by legislation at the State or Federal level. This includes but is not limited to the following:

#### Federal Legislation:

1. Age Discrimination Act 2004 (Cth);
2. Australian Human Rights Commission Act 1986) (Cth);
3. Disability Discrimination Act 1992 (Cth);
4. Racial Discrimination Act 1975 (Cth);
5. Sex Discrimination Act 1984 (Cth);
6. Work Place Gender Equality Act 2012 (Cth); and
7. Fair Work Act 2009 (

#### State Legislation:

8. Western Australia Equal Opportunity Act 1984 (WA).

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### Our Commitment

WAIFS is an equal opportunity employer and is committed to developing policies and practices that eliminate discrimination and harassment in the workplace and also in its education and training programmes. WAIFS has a legal responsibility to ensure that all reasonable steps have been taken to prevent discrimination and harassment from occurring in the workplace and training environment.

WAIFS is committed to providing a fair and equitable learning and working environment for all Students and WAIFS Personnel.

In offering education programmes as part of WAIFS' Registered Training Organisation (RTO) status we aim to provide learning programmes and pathways where program design, course content, training facilities and all aspects of the training and assessment process are available in a way that allows equality of educational opportunity to all Students.

### Procedure:

Equal opportunity and access and equity requirements apply to WAIFS' staff and students who are enrolled in any course offered by WAIFS. Each Candidate has the right to be treated fairly and to conduct their training in an environment that is free from harassment and/or discrimination.

WAIFS Personnel have a responsibility to support and promote the principles of equality. WAIFS' staff and students must respect the rights of others and treat colleagues and students fairly.

It is unlawful to harass or otherwise victimise another person because he or she has lodged a complaint of harassment or victimisation or because he or she has assisted in the investigation of such a complaint.

### Responsibility

WAIFS is committed to working in compliance with State and Commonwealth laws governing anti-discrimination and equal opportunity. This Policy is intended to guide the equitable access to educational programs offered under the RTO to such groups including but not limited to:

- People from culturally diverse backgrounds;
- Indigenous Australians;
- Unemployed individuals;
- People living with disabilities;
- People from rural and remote areas; and
- Members of disadvantaged groups.

### WAIFS' Personnel

WAIFS' Directors, Head of Student Administration Services and Head of Training are responsible for overseeing and implementation of all areas of equity and access practices within the day to day operations of WAIFS. The Manager, student administration services is responsible in the first instance for any queries relating to equity and access, and for escalating any unresolved issues to the Directors.

WAIFS puts its commitment to access and equity into practice by:

- Identifying and removing any barriers to access and participation wherever reasonable and practicable to do so

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- Ensuring all products and services offered by WAIFS are free from limitation to users based on age ,gender, physical, mental, social or other protected characteristics
- Ensuring all students and prospective students are informed that the RTO will accommodate their learning needs wherever practicable to do so
- Implementing reasonable adjustments as necessary to ensure delivery and assessment of courses meet individual candidate needs
- Ensuring all practices are free from discrimination
- Wherever possible delivering education, training and assessment programs and services that are accessible, fair and inclusive

All students/potential students are provided with information about access and equity issues and WAIFS’s complaint resolution process pre enrolment (in the application form) and in the letter of offer. On an ongoing basis, students have access to this policy at [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au), through the student portal (MYWISENET) or by request from a member of the administration staff.

WAIFS’ staff are aware and informed of equal opportunity guidelines and dispute resolution processes and procedures

All WAIFS’ staff undertake induction and have the opportunity to undertake ongoing professional development that ensures they have the knowledge and understanding to implement the policies and procedures of the organisation in relation to access and equity, and are able to communicate and support all prospective students to achieve their learning goals.

All WAIFS staff interact with prospective students in a courteous, professional and non-discriminatory way.

Access and equity principles are communicated to WAIFS’ staff through the following methods:

- Staff Induction Training;
- Access to organisational policies and procedures; and
- Professional Development Activities.

The selection and recruitment of staff complies with accepted personnel recruitment standards and organisational policies and procedures encompassing the principles of equal employment opportunity and access and equity.

### **Making a Complaint**

All Students have the right to object to discrimination and harassment in any form, and to complain when such discrimination takes place. For full information on the complaint or grievance process please refer to the WAIFS’ Complaints and Appeals Policy available at [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au) , in the MYWISENET portal or from a member of the administrative staff.

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