



## **ACCESS AND EQUITY POLICY AND PROCEDURE**

---

### **CONTENTS**

<b>1. PURPOSE</b> .....	<b>2</b>
<b>2. OVERVIEW</b> .....	<b>2</b>
<b>3. SCOPE</b> .....	<b>2</b>
<b>4. POLICY STATEMENT</b> .....	<b>2</b>
- Diversity	2
- Discrimination and Harassment	2
- Fairness	3
- Exclusion from services	3
- Equity in access	3
- Support services	4
- Records Management	4
<b>5. RELEVANT LEGISLATION</b> .....	<b>4</b>
<b>6. FEEDBACK</b> .....	<b>4</b>
<b>7. APPROVAL AND REVIEW DETAILS</b> .....	<b>5</b>



## **ACCESS AND EQUITY POLICY AND PROCEDURE**

---

### **1. PURPOSE**

- 1.1 The purpose of this policy is to outline Sunshine College of Management's (SCM) commitment to access, equity and anti-discrimination principles.

### **2. OVERVIEW**

- 2.1 Access is the ability of a student to enrol in a course, equity is the consistency and fairness of treatment once they are inside a course. Sunshine College of Management is committed to ensuring that:

- 2.1.1 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.
- 2.1.2 No person is discriminated against, harassed or treated unfairly in their dealings with SCM.
- 2.1.3 Each student has access to the level of support required to enable them to reach their full potential without causing unjustifiable hardship to the organisation.

- 2.2 It complies with relevant Equal Opportunity Legislation and Discrimination Acts.

### **3. SCOPE**

- 3.1 This policy applies to the Sunshine College of Management's liaison with all students, prospective students, employers, prospective employers, host workplaces and staff.

### **4. POLICY STATEMENT**

#### **Diversity**

- 4.1 Sunshine College of Management recognises and values the individual differences of its students and the community and recognises that students come into its programs with a wealth of personal knowledge and life experiences.
- 4.2 Sunshine College of Management 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:
- 4.2.1 Providing a welcoming and supportive training community
- 4.2.2 Offering flexibility in the way in which training and assessment is provided
- 4.2.3 Providing reasonable adjustments to training and assessment activities
- 4.2.4 Having transparent student and staff recruitment and selection procedures
- 4.2.5 Determining the needs of all individuals upon engagement with the organisation
- 4.2.6 Providing students, staff and clients access to a range of support services.

#### **Discrimination and Harassment**



## **ACCESS AND EQUITY POLICY AND PROCEDURE**

---

- 4.3 In accordance with legislation, 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.
- 4.4 Sunshine College of Management is committed to providing all people with an environment free from all forms of harassment. Sunshine College of Management will not tolerate any behaviour that harms, intimidates, threatens, victimizes, offends, degrades or humiliates another person.

### **Fairness**

- 4.5 The principles and practices adopted by Sunshine College of Management aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with SCM.
- 4.6 Sunshine College of Management aims to provide open, fair, clear and transparent policies and procedures for use by staff and students.
- 4.7 Sunshine College of Management has fair and equitable processes for selecting students for enrolment into its courses. Decisions about student selection are based on clearly defined entry requirements. Entry requirements as well as application and enrolment procedures are published in SCM's marketing materials, course guides and on its website.
- 4.8 All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

### **Exclusion from services**

- 4.9 A person may not be permitted to access our services if:
  - 4.9.1 They have a criminal history that impacts on the requirements of the course or vocation of the area being studied
  - 4.9.2 The student requires delivery in a language other than that being offered by SCM in accordance with the relevant Training Package.
  - 4.9.3 The student requires special services or facilities and provision of such would cause unjustifiable hardship to the organisation.

### **Equity in access**

- 4.10 Sunshine College of Management 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.
- 4.11 Sunshine College of Management provides equitable access to training and education services by:



## **ACCESS AND EQUITY POLICY AND PROCEDURE**

---

- 4.11.1 Offering culturally appropriate training and assessment resources that are relevant to student needs and circumstances;
- 4.11.2 Referring students to support and counselling services where needed;
- 4.11.3 Offering a wide range of course and learning options;
- 4.11.4 Assisting students to arrange additional services if required such as interpreters or trained note takers;
- 4.11.5 Providing courses that are self-paced and flexibly delivered;
- 4.11.6 Encouraging students to be involved in their own feedback and decision making processes to ensure realistic training goals and progress.

### **Support services**

- 4.12 Support services will be provided to all students who require them. The Student Support Officers at SCM will refer students who require support to an appropriate entity to provide that support. The providers of support are listed by category in the international student handbook.

### **Records Management**

- 4.13 Staff members must maintain all records relevant to administering this policy and procedure in a recognised college recordkeeping system.

## **5. RELEVANT LEGISLATION**

- 5.1 According to the Standards for Registered Training Organisations (RTOs) 2015:

Clause 1.7 The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET [vocational education and training] accredited courses.

- 5.2 According to Division 3 of the *Equal Opportunity Act 2010*, Version 20, p.47:

#### **38 Discrimination by educational authorities**

- (1) An educational authority must not discriminate against a person—
  - (a) In deciding who should be admitted as a student; or
  - (b) By refusing, or failing to accept, the person's application for admission as a student; or
  - (c) In the terms on which the authority admits the person as a student.
- (2) An educational authority must not discriminate against a student—
  - (a) By denying or limiting access to any benefit provided by the authority; or
  - (b) By expelling the student; or
  - (c) By subjecting the student to any other detriment.

## **6. FEEDBACK**

- 6.1 College staff and students may provide feedback about this document by emailing: [compliance@scm.vic.edu.au](mailto:compliance@scm.vic.edu.au)



## ACCESS AND EQUITY POLICY AND PROCEDURE

### 7. APPROVAL AND REVIEW DETAILS

Approval	Details
Approval Authority	CEO
Administrator	Compliance Manager
Version	1.0

Approval and Amendment History	Details of Approving Authority	Date of Approval
Original Approval Authority and Date	CEO	21/02/2023
Amendment Authority and Date	Compliance Manager	21/02/2023