

## Access, Equity and Anti-discrimination Policy

### Purpose

The purpose of this policy is to outline KIA's commitment to access, equity and anti-discrimination principles

### Policy Description

This policy applies to Kensington Institute of Australia's liaison with all students, prospective students, employers, prospective employers, host workplaces, staff and partner organisations.

KIA is committed in ensuring:

- 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.
- No person is discriminated against, harassed or treated unfairly in their dealings with KIA
- Students have access to the level of support required to enable him or her, to reach their full potential without it causing unjustifiable hardship to the organisation.
- It complies with relevant Equal Opportunity legislation and Discrimination Acts.

### Procedure

This policy applies to KIA's liaison with all students, prospective students, employers, prospective employers, host workplaces, staff and partner organisations.

### Diversity

- KIA 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.
- KIA promotes an inclusive training environment and recognises that diversity is an opportunity to enrich and extend opportunities for all.
- KIA creates an inclusive environment for all people regardless of their background by:
  - Providing a welcoming and supportive training community.
  - Offering flexibility in training and assessment.
  - Providing reasonable adjustments to training and assessment activities.
  - Having open recruitment and selection procedures.
  - Determining the needs of all individuals upon engagement with the organisation.
  - Providing students and client access to a range of support services.

### Discrimination

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.

### Harassment

KIA is committed to providing all people with an environment free from all forms of harassment. KIA will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

### Fairness

- The principles and practices adopted by KIA aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with

#### KIA

- KIA aims to provide open, fair, clear and transparent policies and procedures for use by staff and students.
- KIA has fair and equitable processes for selecting students for enrolment into its courses. Decisions about student selection are based on clearly defined entry requirements. Students will be selected on merits, based on the course's publicised criteria. Entry requirements as well as application and enrolment procedures are published in KIA's marketing materials, course guides and on KIA's website.
- 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

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

- They have a criminal history which impacts on the requirements of the course or vocation of the area being studied.
- The student requires delivery in a language other than that being offered by KIA in accordance with the related Training Package.
- The student requires special services or facilities and provision of such would cause unjustifiable hardship to the organisation.

#### Equity in Access

KIA 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.

KIA provides equitable access to training and education services by:

- Offering culturally appropriate teaching resources that are relevant to participant needs and circumstances.
- Referring students to support and counseling services where needed.
- Offering a wide range of course and learning options.
- Assisting students to arrange additional services if required such as interpreters or trained note takers.
- Providing courses that are self-paced and flexibly delivered.

Encouraging participants to be involved in their own feedback and decision making processes regarding realistic goals and progress.

#### References

*RTOs 2015 Std. 5, NC Std. 6*