

Student Access and Equity Policy

Date Updated:	04/09/2014
Approved by:	
Responsible Faculty/Department:	All Staff
Related Documents	Critical Incident Policy and Procedure
Related Forms	Critical Incident Form
Date of Next Review:	2017

1. Scope

This policy relates to the provision of all education and support services by The William Light Institute (TWLI) to students. In addition, all staff and contractors employed or engaged by TWLI are obliged to comply with this policy.

2. Policy

The purpose of this policy is to provide access and equity in all aspects of training and assessment developed and delivered through the William Light Institute.

The Managing Director is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

The registered institutes must have a documented critical incident policy together with procedures that cover the action to be taken in the event of a critical incident, required follow-up to the incident, and records of the incident and action taken.

2.1 Access and Equity

The William Light Institute (TWLI) is committed to providing access and equity in all aspects of training. In accordance with the relevant equal employment legislation, TWLI will not discriminate unlawfully against any person in the processes of skill development opportunities. At TWLI we understand that some students have different needs, and as a result we may be able to offer a range of different study options to cater for these various needs and extenuating circumstances.

TWLI undertakes to:

- Promote access to training for all people regardless of gender, socio economic background, disability, ethnic origin, sexual orientation, age or race
- Ensure training services are delivered in a non discriminatory, open and respectful manner
- Train all staff members so that they are appropriately skilled in access and equity issues
- Conduct student selection in a manner that includes and reflects the diverse student population
- Actively encourage the participation of students from traditionally disadvantaged groups

2.2 Anti Discrimination, Human Rights and Equal Opportunity

TWLI takes great care to ensure that all students and staff members are treated fairly and equitably and that everyone on TWLI's premises complies with the SA Government's Anti Discrimination laws. Discrimination means treating someone unfairly because they belong in a particular group of people. Harassment is unwelcome, unsolicited and non reciprocated behaviour and it is based on an inappropriate assumption of power. Harassment may be intentional or unintentional and it may take many forms, such as verbal, written or physical.

As in any area of human interaction, the boundaries of what constitutes harassment victimisation and bullying may vary from person to person. Employees and students of TWLI will recognise and respect the boundaries set by others.

If you believe you are experiencing harassment or discrimination refer the matter to the Managing Director immediately, in the absence of the Managing Director contact the VET Coordinator.

All people associated with TWLI may expect the same rights:

- The right to learn, teach or carry out their duties
- The right to be treated fairly and with respect
- The right to be safe in the workplace
- The right to have all reports of harassment to be treated seriously, impartially and sensitively. Harassment and discrimination, including victimisation and bullying, is unwelcome, uninvited and unacceptable behaviour that will not be tolerated
- The right to inform management of any harassment and management has the responsibility to take immediate and appropriate action to address it

2.3 Students have the responsibility to:

- Allow others to learn
- Make TWLI a safe place to study by not threatening, bullying, or hurting others in any way
- Make the classroom safe by obeying instructions
- Make TWLI premises safe by not bringing illegal substances or weapons onto our premises:
and
- Not steal, damage or destroy the belongings of others

2.4 It is expected that all staff will:

- When acting in the course of their employment, comply with all applicable Australian laws
- Maintain appropriate confidentiality
- Disclose, and take reasonable steps to avoid any conflict of interest in connection with their employment
- Not use status, power or authority, in order to gain, or seek to gain a benefit or advantage for the employee or for any other person.

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Victimisation is unacceptable and will not be tolerated. No person making a complaint or assisting in the investigation of a complaint will be victimised.

Harassment should not be confused with legitimate comment and advice which may include feedback given appropriately by management or trainers and assessors.

2.5 Sexual Harassment

A person sexually harasses another person if:

- The person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed or
- Engages in other unwelcome conduct of a sexual nature in relation to the person harassed
- Conduct of a sexual nature includes making a statement of a sexual nature to a person, or in the presence of a person, whether the statement is made orally or in writing. This kind of behaviour will not be tolerated
- If you believe you are experiencing harassment refer the matter to the Managing Director immediately, in the absence of the Managing Director contact the VET Coordinator.

2.6 Discrimination

Discrimination is broadly defined as treating one person unfairly over another based on factors that are unrelated to their ability or potential. State and Federal legislation protects people at work and in education from discrimination on the basis of certain attributes and from being treated unfairly because they have complained about discrimination.

Under the Fair Work Act 2009, discrimination is disadvantaging someone in the workplace or education because of their:

- race and/or colour
- sex
- sexual preference
- age
- physical or mental disability
- marital status
- family or carer's responsibilities
- pregnancy
- religion
- political opinion

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Version Control	Date Revised	Approved by	Amendment
1	September 1 , 2011	Managing Director	
2	February 2012	Managing Director	New information added
3	01/09/2013		Changed to new logo
4	July 2014		
5	September 2014		Adapted from VET