


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 2.1-2.4/3.1/3.3/7.2</p> <p>SRTO2015: Standard 1.3/1.7/2.1/2.5/4.1/5.1/6.3</p> <p>National Code 2018: Standard 6 / 8.8 / 8.9</p>	Diversity and Equity	
Version: 1.2	Policy Owner: CEO	Issued on: 06/04/2018 Review by: 06/04/2020

Revision History

Current Version	Description of Change	Policy Developer	Effective Date
1.2	<p>Harmonised the layout to the current template</p> <p>Added four (4) paragraphs about Disabilities and Reasonable Adjustment</p> <p>Deleted references to HESF 2011</p> <p>Added references to National Code 2018</p>	<p>CEO</p> <p>Quality Assurance Support Officer</p>	06/042018

PURPOSE

The intent of this Policy is to guide practices that result in equitable access to employment opportunities as well as learning outcomes throughout Academies Australasia Polytechnic (AAPoly).

POLICY STATEMENT

As a fully owned subsidiary of Academies Australasia Group, AAPoly abides by the Group-wide Diversity Policy dated 27 August 2012 (latest access was on 15 January 2018).

AKG is committed to diversity and inclusiveness, and to providing an environment in which employees have equal access to opportunities, are treated with fairness and respect, and are not judged by unlawful or irrelevant reference to their attributes. This commitment enables AKG to attract and retain people with the best skills and abilities.

AAPoly asserts that staff, students and associates of AAPoly have the right to work, study and interact in a learning and/or work environment that is free from discrimination, harassment and victimisation.

SCOPE

This Policy applies to Management, staff members and students of AAPoly.

DEFINITIONS

Discrimination <i>ref. Equal Opportunity Act 2010 (Vic), Age Discrimination Act 2004 (Cth), Disability Discrimination Act 1992 (Cth), Racial Discrimination Act 1975 (Cth), Sex Discrimination Act 1984 (Cth).</i>	The unfair or unfavourable treatment of a person because of a personal characteristic or attribute, real or imputed, including the setting of a requirement, condition or practice that is unreasonable and that people with a particular characteristic cannot meet.
Diversity	Differences between individuals or groups of people in age, cultural background, disability, ethnicity, family responsibilities, gender, language, marital status, religious belief and sexual orientation; including other ways in which people are different, such as learning, life experience, work experience and socio-economic background.
Equal opportunity	Equal access to and participation in, aspects of public life, including learning and employment.
Equity	The fair treatment of people on the basis of respect and merit, the recognition of disadvantage and the absence of discrimination.

AKG	Academies Australasia Group
Equity groups	Identifiable groups of people within the community that, due to one or several personal characteristics, have been affected by systemic disadvantage with regard to access to educational or employment opportunities and have experienced less favourable outcomes in education or employment.
Inclusive practices	Practices that anticipate and accommodate the needs of a diversity of people, minimising the need for adjustments to respond to individual needs, while maintaining quality and other standards.
Reasonable adjustment <i>as defined in the Disability Discrimination Act 1992 (Cth).</i>	An adjustment that balances the interests of all parties affected and does not cause AAPoly unjustifiable hardship
Sexual harassment <i>as defined in the Sex Discrimination Act 1984 (Cth)</i>	An unwelcome sexual advance, or an unwelcome request for sexual favours or other unwelcome conduct of a sexual nature in relation to the person harassed; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.
Victimisation	Any form of detriment directed at a person for alleging, making or participating in, supporting or resolving a complaint of discrimination, sexual harassment or victimisation; or a person associated with a person who alleges, makes or participates in, supports or resolves a complaint of discrimination, sexual harassment or victimisation.

POLICY GUIDELINES AND PRINCIPLES

1. AAPoly applies zero tolerance towards discrimination, harassment or victimisation. Complaints of such matters are responded through a range of avenues such as formal investigation, conciliation or informal resolution underpinned by principles of natural justice.
2. AAPoly asserts that staff, students and associates of AAPoly have the right to work, study and interact in a learning and/or work environment that is free from discrimination, harassment and victimisation.
3. AAPoly continuously seeks to broaden its student profile to be more diverse and provide support to students from under-represented or disadvantaged groups, in

order to facilitate academic success through equivalent opportunities, regardless of students' backgrounds.

4. AAPoly applies specific consideration in the recruitment, admission, learning participation and completion of Aboriginal and Torres Strait Islander peoples.
5. AAPoly develops and maintains curricula that recognise, utilise and demonstrate diverse knowledge and experiences. These qualities reflect and will advance diverse knowledge and experiences, resulting in inclusive practices, services and facilities.
6. The diverse needs of AAPoly staff, students and associates are best addressed by inclusive practices and, where required, provision of reasonable adjustment.
7. AAPoly is committed to accessibility and equity for students and staff with disabilities. The goal is to enable them to participate to the greatest possible extent and independently, in the academic and operational aspects of AAPoly. Resources will be provided at appropriate level within the allocated budget to reasonably accommodate the needs of students and staff with disabilities.
8. AAPoly ensures clarity and transparency in the student admission and staff recruitment processes, to ensure that people with disabilities are not discriminated against.
9. Reasonable adjustment to the standard policy, procedure or practice will be made to address the needs of students or staff with disabilities. Adjustments of employment arrangements for staff or education arrangements for students will be considered, where practicable and reasonable.
10. AAPoly is not obliged by law to make adjustments that impose an unjustifiable hardship on AAPoly. Adjustments requiring significant costs will be considered and determined by the Board of Directors in reference to their benefits for people without disabilities.
11. AAPoly ensures to the best of capability that AAPoly's publications and official documents use inclusive and non-discriminatory language.
12. The students' learning participation, progression and completion data are collected and analysed. The results inform admission, support services as well as teaching-learning policies and practices that facilitate academic success by AAPoly students, particularly the identified sub-groups.

RESPONSIBILITIES

- All members of AAPoly must not engage in discrimination, harassment or victimisation.
- All staff members with supervisory roles are responsible for exercising their leadership and authority and to do their best in providing inclusive learning and work environment free from discrimination, harassment and victimisation.

- The Academic Board will ensure that all courses approved for initial and continuing accreditation accord with the principles for inclusive curricula.
- The Human Resource (HR) Department is responsible for raising awareness and implementing preventative and educative strategies and programs to eliminate all forms of discrimination, harassment and victimisation amongst members of AAPoly
- The Chief Executive Officer (CEO) of AAPoly will manage any complaints in this area and provide assistance and support to members of AAPoly who are seeking specific information on discrimination, harassment or victimisation.

FEEDBACK

Questions or feedback about this policy is to be emailed to the CEO through suggestionstotheceo@aapoly.edu.au. The CEO will respond to the query or feedback within two (2) weeks from the receipt of the email, unless in circumstances that require an immediate corrective action in response. The query or feedback will be recorded in the Continuous Improvement or Corrective Action registers which will inform organisational reviews in the future.

References

Source	Document Title	Version/Date
	AAPoly Academic Board Charter	v3.0 05072017
	Student Complaints and Appeals Policy and Procedure	v4.3 05042018
	Monitoring Student Progress Policy v4.4 06042018	v. 4.3/23122017
	Staff Recruitment and Selection Policy and Procedure	v4.3 16022018
	Staff Performance Review Policy and Procedure	v4.0 16022018
	AAPoly Student Handbook	v. 16/01052017
External	Age Discrimination Act	2004
	ASQA Standards for Registered Training Organisations	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018
	Australian Human Rights Commission Act	1986
	Deakin University Equity and Diversity Policy https://policy.deakin.edu.au/view.current.php?id=00039	N/A (accessed 22 September 2016)
	Flinders University Disability Policy http://www.flinders.edu.au/ppmanual/equal-opportunity/disability.cfm	
	Commonwealth Disability Discrimination Act 1992	
	Equal Employment Opportunity Act 2010/No. 16 2010	
	Fair Work Act 2009	
	Higher Education Standards Framework 2015	
	Racial and Religious Tolerance Act 2001	
	Racial Discrimination Act 1975	
	Sex Discrimination Act 1984	
TEQSA Guidance Note	N/A (accessed 29 April 2016)	