



## AFTRS Access and Equity Policy

<b>Responsible Officer</b>	Director, Corporate and Student Services
<b>Contact Officer</b>	Head of Human Resources
<b>Authorisation</b>	Director, Corporate and Student Services
<b>Effective Date</b>	12 <sup>th</sup> November 2009
<b>Associated Documents</b>	<i>Racial Discrimination act 1975</i> <i>Sex Discrimination Act 1984</i> <i>Disability Discrimination Act 1992</i> <i>Human Rights and Equal Opportunity Commission Act 1986</i> <i>Age Discrimination Act 2004</i> Disability Standards for Education 2005 Student Rules, Policies and Procedures Disability Policy and Action Plan Privacy Provisions

### 1. Policy Name

The AFTRS Access and Equity Policy.

### 2. Preamble

The current AFTRS Access and Equity Policy was approved in 1999. Since then there have been a number of additional external requirements in relation to student access as well as changes within the School including the disbanding of the Equal Employment Opportunity Committee which was responsible for overseeing this policy. There have also been structural establishment changes resulting in the existing Policy requiring adjustments. This revised policy addresses those issues.

### 3. Policy Scope

This policy applies to all AFTRS employees and contractors in their dealing with students and students.

### 4. Definitions

**“Students”** includes all enrolled students in either award or Open Program courses and all potential applicants for those courses.

**“Designated Group”** means students or applicants identifying as:

- a) members of the Aboriginal race of Australia or persons who are descendants of indigenous inhabitants of the Torres Strait Islands;
- b) persons who have migrated to Australia and whose first language is not English, and the children of such persons;
- c) persons with a physical or mental disability, or
- d) women.

**“Employee”** means a natural person appointed or engaged under a contract of service whether on a full time, part time, casual, temporary, fixed term or ongoing basis.

**“Contractor”** includes any individual engaged directly by AFTRS or by an external company engaged by AFTRS under a contract for service.

**“Reasonable Adjustment”** means a measure or action taken by AFTRS that has the effect of assisting a student with a disability to apply for admission or enrolment, to participate in the course, and to use the facilities or services on the same basis as a student without a disability. Determining whether the adjustment is ‘reasonable’ should include consideration of: the student’s disability; the views of the student (or their associate); the effect of the adjustment on the student; the effect of the proposed adjustment on anyone else (including staff and students), and the costs and benefits of making the adjustment.

## **5. Policy Statement**

AFTRS is committed to providing equality of opportunity to the broadest possible field of suitably qualified applicants for placements on award and Open Program courses. Access to training opportunities will not be affected by age (provided over 16 years), sex, sexual orientation, transgender status, marital status, family responsibilities, pregnancy, colour, ethnic or national extraction, social origin, religion, political opinion, or mental or physical disabilities (subject to the application of reasonable adjustment).

AFTRS will select award students on the basis of merit (skills, ability and experience) through non-discriminatory selection procedures. Curriculum, policies, procedures, literature, publicity and training material will be regularly reviewed to ensure it is non-discriminatory. AFTRS will also support training specifically aimed at designated groups such as Indigenous training programs.

Complaints of discrimination in access can only be made by the person(s) directly affected by the alleged behaviour. Where instances of discrimination are alleged against an individual they will be investigated through normal staff or student misconduct or grievance

procedures. Complaints may also be made direct to external bodies such as the Human Rights Commission.

This Policy will be made available to all staff and students.

## 6. Implementation

### I. Roles and responsibilities

**Students** are responsible for providing relevant information concerning special needs which will enable them to access courses. They are also responsible for ensuring they do not engage in discriminatory or restrictive behaviour themselves.

**Teaching staff** are responsible for:

- developing curriculum that is non-discriminatory;
- providing reasonable adjustment for students;
- ensuring their selection recommendations are non-discriminatory;
- providing course work in appropriate venues, and
- ensuring they do not engage in discriminatory behaviour.

**The Facilities Manager** is responsible for ensuring all AFTRS premises have accessible teaching and administration areas (where relevant for student access).

**Future Review Committee** is responsible for reviewing all curriculum to ensure access and equity principles are adhered to.

**Divisional Directors and the Managing Executive** are responsible for ensuring the access and equity principles are considered in the approval and review of policies and procedures.

**Student Services** is responsible for ensuring that:

- all staff and students have access to a copy of this policy;
- students are requested to provide details in relation to their status as a member of a designated group, and
- appropriate statistics and details are recorded, collated and provided to the Access and Equity Officer.

**The Head of Human Resources** is responsible for overseeing the implementation of this policy, its review and the preparation of statistics and annual report entries.

**The Access and Equity Officer (currently the Student Services Manager)** is responsible for:

- monitoring the implementation of this policy;
- reviewing and reporting on the effectiveness of the policy including maintaining statistics;

- assisting the Head of Human Resources in preparing reports and plans;
- consulting with staff and students on access and equity matters as appropriate;
- keeping senior management aware of legislative changes and requirements;
- reviewing current policies and practices in the light of access and equity principles;
- providing input into curriculum discussions to ensure access and equity principles are included in decisions, and
- considering access and equity initiatives in other organisations for possible adoption by AFTRS.

## **7. Review**

This Policy will be reviewed every three years or more often legislation or other requirements change.