

Access & Equity Policy

1. Scope

This policy has been developed to inform prospective students about the 'pre' and post enrolment services. This policy applies to all prospective students, staff and Trainers & Assessors.

2. Purpose

This Policy ensures that all the training services delivered by A Grade Education and Training for prospective and existing students with a fair, equitable manner and inclusive of their needs which A Grade Education and Training has capacity to provide. A Grade Education and Training has zero tolerance to discrimination and believes it is unlawful to discriminate on the basis various characteristics. This includes but not limited to age, disability, race including national origin, ethnic origin, religion, marital status, sex, pregnancy, marital or relationship status, family responsibilities or breast feeding, sexual orientation, gender identity or intersex status, political belief, parental status, language barriers, social economic status and physical characteristics either direct, indirect discrimination, harassment, bullying and vilification.

Definitions:

Access: An ability to obtain information and have a full access to services they are entitled to.

Equity: Treating student as in individual, being impartial and be responsive to the needs and able to receive support.

Direct Discrimination:

Exclusion from an enrolment opportunity of a person or group based solely on to age, disability, race including national origin, ethnic origin, religion, marital status, sex, pregnancy, marital or relationship status, family responsibilities or breast feeding, sexual orientation, gender identity or intersex status, political belief, parental status, language barriers, social economic status and physical characteristics

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Indirect Discrimination:

Having policies, work practices that are in accordance with access and equity principles that can exclude an individual or group in obtaining an educational opportunity and outcomes.

Workplace Harassment

Harassment is any behaviour which is unwelcome, offends, humiliates or intimidates a person and causes the work environment to become unpleasant. If a person is being harassed then their ability to do their work is affected as they often become stressed and suffer health problems.

Sexual Harassment

The most common form of harassment is sexual harassment. Examples of sexual harassment include, but are not limited to:

- Unwanted touching
- Sexual innuendo propositions
- Nude pin-ups and posters
- Obscene telephone calls

Verbal Harassment

Verbal abuse is the act of forcefully criticizing, insulting, or denouncing another person. Examples of verbal harassment include, but are not limited to:

- Sexual comments, advances or propositions
- Racist comments or jokes
- Spreading rumours
- Comments or jokes about a person's disability, pregnancy, sexuality, age or religion
- Offensive obscene language
- Obscene telephone calls, unsolicited letters, faxes and emails

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Physical Harassment

When it affects an employee's employment, interferes with his or her performance, or creates a hostile, intimidating, or offensive workplace environment.

Examples of physical harassment include but not limited to:

- Unwelcome physical contact such as kissing, hugging, pinching, patting, and touching.
- Indecent or sexual assault or attempted assault
- Hitting, pushing, shoving, spitting, or throwing objects at a person

3. Guidelines

A Grade Education and Training promotes an environment which is free from discrimination and harassment. A Grade Education and Training is an equal opportunity employer all employees' trainers & assessors, administrators and expects all are treated with dignity, courtesy and respect and adhere to policies supporting access & equity. This Policy provides guidelines in terms of its commitment to fair treatment of its prospective students and current students and in line with principles of equity providing an encouraging environment to realise the fullest potential and outcomes for the students by;

- A Grade Education and Training staff must ensure all applications for course enquiries are dealt with professional manner and provided with current, accurate information with relevant terms & conditions associated prior to enrolment.
- By gaining understanding of the needs of students, course delivery, assessment and support services prior to enrolment
- Fully informing prospective students regarding the course information, training materials, assessment, rights & obligations prior to enrolment
- Ensuring that all the trainers and assessors are engaged in the course delivery, validation, providing assessment feedback and support services
- Informing students accurately and participation in their course and progress.
- All students have an equal opportunity to progress through their course and graduate
- A Grade Education and Training ensures to use plain English in its course materials making it accessible, fair and equitable for students
- Providing appropriate mechanisms for Complaints Appeal handling for students for an effective outcome

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- Establishing clear policies and procedures that address the complaints and resolution, communication relating to unfair treatment, discrimination, harassment, vilification, victimisation or bullying.

This policy reflects our commitment to the following legislations;

- Anti-Discrimination Act (NSW)1977
- Disability Discrimination Act 2009
- Age Discrimination Act 2004
- Privacy Act 1988
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Human Rights and Equal Opportunity Act 1987
- Workplace Gender Equality Act 2012