

Access, Equity and Anti-Discrimination Policy

Description of policy	The purpose of this policy is to outline Living & Learning Nillumbik (L&LN)'s commitment to access, equity and anti-discrimination principles.
Policy applies to	Living & Learning Nillumbik VET team staff.
Policy category	Revised Policy
Description of revision and Version Number	Version Number: V2

Approved by	Living & Learning Nillumbik Committee
Effective date	July 2018
Date of last revision	July 2018
Date of next review*	June 2021

*Unless replaced, this policy will still apply beyond the review date.

Related internal procedures and guidelines	<ul style="list-style-type: none"> • Language Literacy and Numeracy Assessment • Marketing Material Guide • Disability Action Plan (NSC)
Related policies	<ul style="list-style-type: none"> • Hardship Policy • Learner Support Policy • Employee Code of Conduct (NSC) • Equal Opportunity and Anti Bullying and Violence Policy (NSC) • Service Excellence Charter (NSC)
Related legislation, standards and guidelines	<ul style="list-style-type: none"> • VRQA Guidelines for VET Providers • AQTF 2010 Essential Standards for Continuing Registration ESR 2; COR 1, 2, 3 • Australian Qualifications Framework

Overview

L&LN is committed to ensuring that:

- Access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all participants, prospective participants and other clients.
- No person is discriminated against, harassed or treated unfairly in their dealings with L&LN.
- Participants are supported to achieve their learning goals.
- It complies with the Nillumbik Shire Council *OHS-P324 Equal Opportunity and Anti Bullying and Violence Policy* and relevant Equal Opportunity legislation and Discrimination Acts.

Scope

This policy applies to the L&LN's liaison with all participants, prospective participants, employers, prospective employers, host workplaces, staff and partner organisations.

Policy

1. Diversity

- 1.1 L&LN recognises and values the individual differences of its participants and the community and recognises that participants come into its programs with a wealth of personal knowledge and life experiences.
- 1.2 L&LN recognises that diversity is an opportunity to enrich and extend opportunities for all, by creating an inclusive environment for all people regardless of their background. This is achieved by:
 - providing a welcoming and supportive community
 - providing reasonable adjustments to learning and assessment activities

- having transparent selection procedures for learners enrolling in VET qualification courses
- having transparent tutor, trainer and volunteer recruitment and selection procedures
- providing opportunities for individuals to inform us of their needs
- providing participants, tutors, trainers, volunteers and the community with information about a range of support services.

2. **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.

Where permitted by legislation, however, L&LN may offer courses and activities for specific groups based on age, gender, or for people with a disability.

3. **Harassment**

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

4. **Fairness**

- 4.1 The principles and practices adopted by L&LN aim to ensure that current and prospective participants and other stakeholders are treated fairly and equitably in their dealings with L&LN.
- 4.2 L&LN aims to provide open, fair, clear and transparent policies and procedures for use by staff and participants.
- 4.3 L&LN will ensure that fair and equitable enrolment procedures are in place that provide access for people from a wide range of backgrounds and circumstances.
- 4.4 Enrolment conditions and processes are clearly communicated to prospective participants, and decisions about participant selection for

VET qualification courses are based on clearly defined entry requirements.

- 4.5 All people will be treated courteously and expeditiously throughout the process of enquiry, selection (if applicable) and enrolment; and throughout their participation in a course.

5. **Equity in access**

- 5.1 L&LN aims to support all participants to achieve their learning goals.

- 5.2 L&LN provides equitable access to its services by:

- referring participants to support and counselling services where needed
- offering a wide range of course and learning options
- encouraging participants to be involved in their own feedback and decision making processes to ensure realistic learning goals and progress
- offering a *Hardship Policy* to provide greater opportunities for those experiencing hardship or disadvantage to participate in its programs
- welcoming the carers of participants with a current Companion Card to attend class with the participant at no cost to the carer.