

# ACCESS AND EQUITY POLICY & PROCEDURE



## 1 PURPOSE

The overall purpose of this policy and procedure is to ensure the fair and equitable treatment of staff and students irrespective of their race, religion, sex, language, disability, or education. This policy establishes an effective, accountable and transparent framework for managing students and staff in accordance with the Equal Opportunity Act 2010.

SCAA SWTI will ensure that it makes services available to everyone who is entitled to them, free from any form of discrimination. All staff and clients will be treated with equal merit and equal availability of all activities.

SCAA SWTI will develop and deliver services on the basis of fair treatment of all those clients who are eligible to receive them.

## 2 SCOPE

This policy applies to any persons associated with SCAA Shearer Woolhandler Training Inc., including:

- Staff and prospective staff
- Students and prospective students
- Visitors, contractors, and other stakeholders

## 3 PROCEDURE

3.1 SCAA SWTI is committed to achieving equality of opportunity in employment and education, seeking to create a work and study environment that is responsive to, and inclusive of, the social and cultural diversity of the communities we serve.

3.2 To fulfil this commitment, the SCAA SWTI will:

- a. take action to prevent unlawful discrimination against staff or students and identify and address any systemic barriers to equitable access and participation;
- b. provide a place of employment and learning that is free of harassment and that supports the dignity and self-esteem of every student and staff member;
- c. foster an organisational culture that values and is responsive to the diversity of the SCAA SWTI's staff and students;
- d. implement fair and inclusive management and administrative practices that enable a broader and more diverse level of participation in employment and education;
- e. enhance the quality of student learning through the provision of culturally and socially inclusive curricula and training methods;

SCAA SWTI Management and staff provide assistance to all clients to identify and achieve their desired outcomes. SCAA SWTI is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy.

3.3 The access and equity policy of SCAA SWTI is explained within the staff induction procedure within all staff recruitments.

3.4 The access and equity policy of SCAA SWTI is described within the Employee Manual.

3.5 Special client needs will be identified through initial contact with administration or training staff, receipt of application materials, and orientation events prior to the commencement of training and or assessment.

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## 4 RESPONSIBILITIES

### Compliance, monitoring and review

4.1 It is the responsibility of all staff and students to fully participate in fair and equitable treatment of all who are attached with SCAA SWTI. It is the responsibility of the EO to ensure that the procedure:

- aligns with relevant legislation, government policy and/or SCAA SWTI requirements/strategies/values
- is implemented and monitored
- is reviewed to evaluate its continuing effectiveness.

### Records management

4.2 Staff must maintain all records relevant to administering this policy and procedure in a recognised SCAA SWTI recordkeeping system.

4.3 SCAA SWTI expects all staff and students to observe their obligation under relevant state and federal laws, to respect the rights and differences of others and to ensure that their own conduct contributes to a work and study environment free of discrimination, harassment or bullying.

4.4 Managers are responsible for implementing this Policy, managing staff fairly, taking action to prevent discrimination, harassment or bullying and furthering the objectives of the SCAA SWTI's employment and education equity plans in their operational areas.

## 5 DEFINITIONS

### Terms and definitions

Equal opportunity - refers to the application of fair policies and processes that prevent unjustifiable discrimination and facilitate equitable outcomes.

(Unlawful) Discrimination - refers to any action or treatment that has the purpose or effect of disadvantaging people on grounds covered by legislation, including but not limited to:

- a. sex;
- b. sexual orientation, gender identity, or intersex status;
- c. marital, relationship or domestic status;
- d. pregnancy or potential pregnancy;
- e. breastfeeding;
- f. family or carer responsibilities;
- g. race, colour, nationality, descent, national or ethno religious origin;
- h. disability (including physical, sensory, intellectual, psychiatric, neurological and learning disability, physical disfigurement, the presence in the body of an organism capable of causing disease, and current, past, future or imputed disability);
- i. age;
- j. religious or political affiliation, views or beliefs;
- k. actual or imputed characteristics of any of the attributes listed above; or association with a person identified by reference to any of the attributes listed above.

Direct discrimination occurs when a person is treated less favourably than another person in comparable circumstances because of any one of the attributes listed above.

Indirect discrimination occurs when the application of a requirement, rule, policy or practice, which appears to be neutral and fair, unreasonably and disproportionately disadvantages a person or group on the basis of any of the attributes listed above.

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Harassment refers to unwelcome behaviour that makes a person feel belittled, intimidated, offended or apprehensive and that, taking into account all the circumstances, could reasonably have been anticipated to have this effect.

## 6 RELATED LEGISLATION AND DOCUMENTS

- [Equal Opportunity Act 2010](#)
- [Disability Standards for Education 2005](#)
- [Disability Discrimination Act 1992](#)

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