

UTP32 – Access and Equity Policy

Title: UTP32 - Access and Equity Policy

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1. Policy

This Policy has been prepared in consideration of the Standards for Registered Training Organisations 2015.

UTAIT recognises the importance of access and equity and is committed to ensuring that staff and learners can avail themselves of employment, education and training regardless of gender, socioeconomic background, disability, ethnic origin, age or race. UTAIT holds fairness, integrity and responsibility as core values. Catering for differences may involve adapting the physical environment, equipment, as well as training and assessment materials for learners.

2. Scope

This policy covers all staff employed by and students receiving training at UTAIT.

3. Responsibilities

The Access and Equity Policy and Procedure is the responsibility of the CEO.

4. What does the term ‘access’ mean for learners

Access generally refers to the ability to enter training. Improving access might include improving physical access to a training venue, ensuring that selection criteria do not discriminate against learners and, adapting marketing activities to encourage all learners. Access issues form a sub-set within equity issues.

5. What does the term ‘equity’ mean for learners?

Equity is a term used to cover issues relating to access to, participation in and achievement of outcomes in Vocational Education and Training (VET). Equity issues range from providing a supportive learning environment to adjusting assessments to meet individual circumstances, from policies on fee reduction to development of inclusive training materials. Equity refers to the ability to achieve results in training and to receive training in an inclusive environment with inclusive materials.

Equity is not treating everyone the same. It is about ensuring that all people and all groups of people participate, have the opportunity to reach their potential, make choices and receive responsive and appropriate products and services. In other words, the destination for all learners is the same but the journey may be different. For example, some learners may gain qualifications through a Recognition of Prior Learning (RPL) process; others may complete training before being assessed; and some learners may need more time than others, due to family responsibilities or because they are returning to learning after a long interval.

6. Content

UTAIT will ensure that all learners are able to enjoy a study environment where they have equal opportunities to benefit from education and where discrimination and harassment are not tolerated. All learners will be treated fairly.

Full consideration and support for learners is in-built through UTAIT's induction process, education practices, procedures, academic support and curriculum design to ensure that learners enter UTAIT on merit and have equal opportunities for success. UTAIT undertakes to continually improve access, support, retention, participation and successful outcomes for all learners.

The Institute's Student support officer will be available at all times and are able to offer additional services and referral arrangements, where necessary, to accommodate the needs of all learners.

All UTAIT staff have an obligation not to discriminate against individuals on the basis of sex, marital status, pregnancy, age, race, ethnicity, disability or sexuality, and to maintain an environment free from harassment.

7. Fair treatment

UTAIT expects all members of its community to:

Encourage people affected by unfair treatment to talk directly to the person engaging in unfair treatment to explain to him/her how it impacts on them and to ask that they stop.

In cases where it is impracticable or ineffective to resolve issues of unfair treatment in the manner described above UTAIT provides appeals/review procedures to support this policy.

Ensure that complaints are treated promptly, confidentially and according to the principles procedural fairness. UTAIT's grievance procedure encourages the resolution of complaints through informal discussion, raising awareness, facilitation, and mediation wherever possible

8. Creating a fair treatment climate

All members of the UTAIT community are expected to help create a Fair Treatment Climate by:

- Speaking up, and making it clear when behavior is unacceptable
- Supporting people who are affected by breaches of this policy and encouraging them to take action
- Promoting mutual respect between individuals
- Openly supporting and promoting this policy

- Circulating this procedure and making it clear to learners and staff that compliance is obligatory (for educators and supervisors).

While the general principle of acting with courtesy, fairness and equity applies at all times, members of the UTAIT community are specifically prohibited from engaging in any of the behaviors listed below while on UTAIT grounds or engaged in UTAIT activities. Members of the public interacting with members of the UTAIT community are also entitled not to be treated unfairly, harassed, vilified or discriminated against in any way.

9. Harassment, bullying and vilification

All members of the UTAIT community are entitled to a fair, safe and productive study and work environment that is free from all forms of harassment, bullying or vilification.

10. Racial vilification and racist behavior

All members of the UTAIT community are entitled to a fair, safe and productive work and education environment that is free from racial vilification and racist behavior Sexual harassment

All members of the UTAIT community are entitled to a fair, safe and productive work and education environment that is free of sexual harassment. Sexual harassment is unlawful.

11. Discrimination on grounds of age, sex, marital status, pregnancy, sexuality or race

In relation to education, employment, and the provision of goods and services, all members of the UTAIT community and the general public are entitled not to be discriminated against on the grounds of age, sex, marital status, pregnancy, sexuality or race. Such discrimination is unlawful. All staff, in particular, are expected to ensure that bias or prejudice on any of these grounds do not influence or override their objectivity when engaged in UTAIT-related activities.

More broadly, UTAIT prohibits any member of the UTAIT community from incriminating against other members of the general public on the grounds of age, sex, marital status, pregnancy, sexuality, or race, for any reason. UTAIT expects all members of the UTAIT community to treat everyone fairly and without bias or prejudice.

Special measures taken for the sole purpose of securing adequate advancement of certain groups or individuals may not be deemed discriminatory or unfair, provided they are not unlawful.

12. Discrimination on the grounds of disability or medical condition

All members of the UTAIT community and the general public are entitled not to be discriminated against on the grounds of disability or medical condition, ie physical or intellectual impairment. This

applies not only in the areas of education, employment, accommodation and the provision of goods or services, but also in respect of access to premises used by the public, sports, activities of clubs and associations, and provision of facilities. Such discrimination is unlawful.

In addition, associates of people with a disability or medical condition (their partners, relatives, friends, carers and co-workers) are entitled not to be discriminated against because of that association. Such discrimination is also unlawful.

More broadly, UTAIT prohibits any members of the UTAIT community from unlawfully discriminating against other learners and staff or the general public on the grounds of disability for any reason. UTAIT expects all members of the UTAIT community to treat everyone fairly and without bias or prejudice.

Special measures taken for the sole purpose of securing adequate advancement of certain groups or individuals may not be deemed discriminatory or unfair provided they are not unlawful.

13. Discrimination on grounds of religion, political opinion, criminal record or trade union activity

In relation to UTAIT employment, all staff members are entitled not to be discriminated against on the grounds of religion, political opinion, criminal record (when irrelevant to their employment), or trade union activity. UTAIT prohibits such discrimination. Although discrimination on these grounds is not unlawful, it can be considered racial vilification and racist behavior subject to complaint under Federal legislation. All staff members are expected to avoid bias or prejudice on these grounds.

More broadly, UTAIT prohibits discriminatory behavior on the grounds of religion, political opinion, criminal record (when irrelevant) or trade union activity, even when it does not specifically relate to employment.

14. Discrimination on grounds of family responsibilities

UTAIT prohibits members of the UTAIT community discriminating against others because of their family responsibilities while on UTAIT grounds or engaged in UTAIT activities. UTAIT encourages a flexible approach to scheduling and work practices to enable learners and staff to accommodate their family responsibilities.

More specifically, all staff members are entitled not to be dismissed on the grounds of family responsibilities. Such dismissal is unlawful.

15. Victimisation

UTAIT supports the right of any member of the UTAIT community to make a complaint under this policy without suffering any victimization, harassment, recrimination or detriment as a result.



Victimisation in connection with a complaint of unlawful discrimination or harassment is itself unlawful.

16. Making a formal complaint

Any member of the UTAIT community is encouraged to make a formal complaint which will be investigated without bias and formally responded to. Complaints can be submitted verbally, face to face or telephone, written or electronically (ie, via e-mail) to the CEO of UTAIT or via UTAIT website.



Revision History

Version	Continuous Improvement Reason	Continuous Improvement Change
1.0	Original document	
1.1	=	