

# Access and Equity Policy

## 1. Purpose

The purpose of this Policy is to ensure that Illoura College provides equitable access to training, employment, and workplace participation, while maintaining an environment that is inclusive, safe, respectful, and free from discrimination, harassment, bullying, victimisation, vilification, antisemitism, and other forms of unlawful or harmful hate-based conduct.

Illoura College is committed to ensuring that all students, staff, contractors, clients, education agents, visitors, and prospective applicants are treated fairly, with dignity and respect, and are supported to participate fully in learning and work activities regardless of personal background, race, religion, ethnicity, nationality, cultural identity, sex, disability, age, sexual orientation, gender identity, or life circumstances.

This Policy also establishes Illoura College's commitment to preventing, responding to, and addressing conduct that undermines safety, dignity, inclusion, or equal participation, including conduct that occurs in person, in writing, online, through social media, during work placement, at college events, or in any activity connected with the College.

## 2. Key Definitions

- **First Nations people** refer to the Aboriginal and Torres Strait Islander peoples who have identified themselves or have been identified by a representative (e.g. their parent or guardian) as being of Aboriginal and/or Torres Strait Islander descent. First Nations peoples are the First Peoples of Australia and represent a diversity of communities, languages, cultures, and traditions. They are not a single group but comprise hundreds of distinct cultural groups with their own histories and identities.
- **Culturally and Linguistically Diverse Culturally and linguistically diverse (CALD)** refer to individuals or groups were born, raised, or belong to families where languages other than English are spoken, or where cultural traditions, customs, or belief systems differ from those commonly practiced in Australian society.
- **LGBTIQ+** is a collective term for people whose sexual orientation, gender identity, or physical sex characteristics differ from the social expectations of binary gender or heterosexual norms. This group includes but is not limited to lesbian, gay, bisexual, transgender, intersex, queer, and other gender or sexuality-diverse individuals.
- **Neurodivergent** people are people whose brains process information, communicate, or learn in ways that differ from the general population. This can include variations such as autism, ADHD, learning disorders, and other cognitive differences.
- **Discrimination** occurs when a person is treated unfairly, directly or indirectly, because of a personal character protected under Commonwealth or State legislation.
- **Harassment** means unwelcome behaviour that offends, humiliates, or intimidates another person. Harassment may be verbal, non-verbal, physical, written, visual, or psychological and can occur as a single incident or a repeated pattern of behaviour.
- **Sexual Harassment** is any unwelcome conduct of a sexual nature where a reasonable person would anticipate that the behaviour may offend, humiliate, or intimidate another person. Sexual harassment can occur regardless of intent, gender, or relationship between the parties, and may take place in person or through digital communication.
- **Bullying** means Repeated and unreasonable behaviour directed towards an individual or group that creates a risk to health, safety, or wellbeing. Bullying may be verbal, physical, social, or psychological and may occur between students, staff, or across different roles.

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- **Protected attribute** means a personal characteristic protected under relevant Commonwealth or State/Territory anti-discrimination, equal opportunity, or human rights legislation, including but not limited to race, colour, descent, national or ethnic origin, religion, sex, sexual orientation, gender identity, intersex status, disability, age, marital or family status, pregnancy, or other protected status.
- **Victimisation** occurs when a person is treated unfairly, subjected to detriment, or threatened because they have made, intend to make, support, or are involved in a complaint, report, or investigation under this Policy or any related College process.
- **Vilification** means conduct, communication, or behaviour, whether verbal, written, visual, physical, or online, that incites, encourages, expresses, or promotes hatred, serious contempt, revulsion, or severe ridicule towards a person or group because of a protected attribute such as race, religion, ethnicity, nationality, cultural identity, disability, sex, sexual orientation, gender identity, or other characteristic protected by law.
- **Antisemitism** means prejudice, hostility, discrimination, harassment, intimidation, or vilification directed towards Jewish people, or towards individuals or groups perceived to be Jewish, because they are Jewish or are associated with Jewish identity, ethnicity, ancestry, religion, or culture.

### 3. Policy

Illoura College is committed to delivering education, training, and workplace services in line with the Standards for Registered Training Organisations (RTOs) 2025, relevant legislation, and principles of equity, inclusion, and respect.

Illoura College ensures that:

- All individuals are treated fairly and without bias
- Barriers to participation are identified and addressed wherever reasonably practicable
- Diversity is recognised as a strength and valued across the organisation
- Discrimination, harassment, bullying, victimisation, vilification, antisemitism, racism, religious intolerance, are not tolerated
- Reports and complaints are responded to promptly, fairly, confidentially, and in accordance with Illoura College's Complaints and Appeals handling Policy
- Individuals affected by inappropriate conduct are provided with appropriate support, information, and referral options

#### 3.1 Access and Equity Commitments

##### 3.1.1 Recruitment and Employment

Illoura College promotes inclusive recruitment and employment practices and encourages applications from individuals of diverse backgrounds. Selection decisions are based on merit, skills, qualifications, and experience and are free from bias or discrimination.

##### 3.1.2 Equal Opportunity in Training and Services

Illoura College actively supports participation from individuals and groups who may experience disadvantages, including but not limited to:

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- Aboriginal and Torres Strait Islander people
- People with disability
- Individuals from non-English speaking backgrounds
- Women
- People from regional or remote communities
- Individuals re-entering the workforce or facing employment barriers

### 3.1.3 Inclusive Learning and Assessment

Training and assessment materials are reviewed through validation and quality assurance processes to ensure they are accessible, inclusive, and appropriate. This includes:

- Using inclusive and plain language
- Ensuring materials reflect diverse cultural and social contexts
- Avoiding stereotypes or assumptions
- Using inclusive imagery and examples

Reasonable adjustments are provided to support students with disability or additional learning needs, in line with the student support policy

### 3.1.4 Respectful and Safe Participation

Illoura College is committed to maintaining a learning and workplace environment in which all members of the College community can participate safely and with dignity.

Illoura College will take reasonable steps to prevent and respond to conduct that undermines inclusion, safety, or equal participation, including discrimination, harassment, bullying, victimisation, vilification, antisemitism, racism, and religious intolerance.

This commitment applies to conduct involving students, staff, contractors, education agents, visitors, clients, prospective applicants, and third parties acting on behalf of Illoura College. It applies to conduct occurring:

- On campus
- During classes, training, and assessment
- During orientation, excursions, events, and work placement
- In written communications
- In online learning environments and digital platforms
- On social media where the conduct has a connection to Illoura College or affects the safety, wellbeing, or participation of members of the College community

### 3.1.5 Cultural Safety and First Nations Inclusion

Illoura College acknowledges the unique status of Aboriginal and Torres Strait Islander peoples and is committed to fostering culturally safe environments by:

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- Acknowledging Country at formal events and public communications
- Encouraging participation and employment of First Nations peoples
- Supporting access to culturally appropriate services
- Promoting cultural awareness through staff professional development

### 3.2 Addressing Harassment, Bullying, Discrimination, Vilification, and Antisemitism

- Illoura College has zero tolerance for discrimination, harassment, bullying, victimisation, vilification, antisemitism, racism and religious intolerance.
- Prohibited conduct includes any behaviour, statement, gesture, image, symbol, online post, message, threat, intimidation, ridicule, or other action that undermines the dignity, safety, inclusion, wellbeing, or equal participation of another person or group because of a protected attribute.
- Without limitation, this includes conduct directed towards a person or group based on race, colour, descent, nationality, national origin, ethnic origin, religion, Jewish identity, cultural identity, disability, sex, sexual orientation, gender identity, age, or any other protected attribute under relevant law.
- Antisemitism, including hostility, intimidation, abuse, discrimination, harassment, or vilification directed at Jewish people or those perceived to be Jewish, is prohibited and will be treated as a serious matter.
- Illoura College recognises that conduct of this kind may occur in person or through digital or written communication, including email, messaging platforms, learning management systems, and social media.
- Any behaviour that undermines dignity, safety, or inclusion will be addressed promptly, fairly, and proportionately, regardless of whether it involves students, staff, contractors, education agents, visitors, clients, or third parties.
- All complaints, concerns, or reports relating to discrimination, harassment, bullying, vilification, antisemitism, or related conduct are managed in accordance with the Complaints and Appeals Policy, relevant conduct policies, and applicable legislative obligations. Illoura College will take appropriate steps to:
  - protect affected people from victimisation or further harm
  - maintain confidentiality as far as practicable
  - ensure procedural fairness
  - provide access to support services or referrals where needed
  - determine and implement appropriate corrective, protective, or disciplinary action

## 4. Roles and Responsibilities

Illoura College has a legal, ethical, and operational obligation to provide equal opportunity in an environment that is safe, inclusive, respectful, and free from discrimination, harassment, bullying, victimisation, vilification and antisemitism.

All members of the College community share responsibility for upholding this Policy, promoting respectful conduct, and responding appropriately to behaviour that may breach this, Policy.

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## 4.1 Management Responsibilities

The Directors and Management Team are responsible for:

- leading by example and promoting inclusive, respectful, and culturally safe behaviour ensuring this policy is implemented, communicated and reviewed regularly.
- ensuring staff are aware of their obligations under this Policy and related policies taking reasonable steps to prevent discrimination, harassment, bullying, vilification, antisemitism, and related conduct
- responding promptly and appropriately to reports, complaints, and identified risks managing complaints in accordance with the Complaints and Appeals Policy maintaining confidentiality, impartiality, and procedural fairness
- arranging appropriate support, risk controls, and referrals where needed referring matters to an independent party or external authority where required by law, policy, or the seriousness of the matter

## 4.2 Staff Responsibilities

Staff and contractors must:

- treat others with dignity, respect, fairness, and professionalism
- support an inclusive, culturally safe, and respectful learning and workplace environment
- not engage in discrimination, harassment, bullying, victimisation, vilification, antisemitism and racism
- not ignore behaviour that may breach this Policy where it is reasonable to act or report
- report or escalate behaviour, complaints, or concerns that may breach this Policy in accordance with college procedures
- maintain privacy and confidentiality when dealing with complaints, disclosures, or support matters
- participate in induction, training, and professional development relevant to equity, inclusion, cultural safety, and respectful behaviour

## 4.3 Student Responsibilities

Students are expected to:

- Behave respectfully towards staff, peers, and others
- contribute to learning environments that are safe, inclusive, and free from discrimination, harassment, bullying, vilification and antisemitism
- Respect diversity and cultural differences and the rights and dignity of others
- not engage in threatening, intimidating, abusive, humiliating, or hateful conduct in person or online
- Comply with College policies and codes of conduct
- Raise concerns through appropriate channels

# Access and Equity Policy

## 5 Related Documents and Forms

### Related Policies

- Student support Policy
- Student Conduct and Disciplinary Policy
- Complaints and Appeals Policy
- Enrolment Policy

### Related Forms

- Complaints form
- Appeals form
- Incident Report form

### Others

- Student handbook
- Staff handbook

## 6. Policy Information

Policy area	Student Support
Policy Version	V 1.0
Date of Effect	1 <sup>st</sup> July 2025
Review Schedule	1 <sup>st</sup> July 2026
Applicable Standards	Outcome Standards for RTOs 2025 – Standard 2.4, Standard 2.5 and Standard 2.6.
Responsibility	CEO, All Staff