


RBIT-P&P for AAE

	RBIT Policy for Access and Equity POL17_01-24_1.0	Annual Review Date: February, 2018 Approved: Dr. Michelle Lee, CEO Ferne Robinson, PAO/PD Date: 18 th Feb, 2017
Dynamic Management Group Pty Ltd t/a Royal Brisbane Institute of Technology, National RTO Provider No: 30807, CRICOS Provider Code: 02370B		
Policy Statement: Dynamic Management Group Pty Ltd t/a Royal Brisbane Institute of Technology (hereinafter referred to as RBIT/RBIC) has recognised the importance of access and equity and is therefore committed to ensuring that all staff and students are provided with quality service to enable them to benefit themselves in employment, education and training regardless of gender, socioeconomic background, disability, ethnic origin, age or race. This policy acknowledges RBIT's Legal obligations under State and Federal legislation to ensure that our working and teaching practices are fair and equitable, and our working and learning environment is non-discriminatory.		
Purpose: RBIT is committed to meeting all compliance requirements under the Standards for National Vocational Education and Training Regulatory Act 2011, Registered Training Organisations (RTO's) 2015, ESOS Act 2000, National Code of Practice 2007, Equal Opportunity Act 2010, Privacy Act and associated legislation including but not limited to: Employee's rights, Employer's obligations, Sexual Discrimination/Harassment, Disability and Complaints resolution. The purpose of this policy is to ensure all staff and students are fully aware of their obligations under these legislative requirements.		
Execution: Equal opportunity and access and equity requirements apply to RBIT/RBIC Personnel and Students who are enrolled in any education program offered by RBIT/RBIC. Each Student has the right to be treated fairly and to conduct their training in an environment that is free from harassment and/or discrimination. RBIT/RBIC Personnel have a responsibility to support and promote the principles of equality. RBIT/RBIC Personnel and Students must respect the rights of others and to treat colleagues and Students fairly. All trainees/students will be recruited in an ethical and responsible manner and consistent with the requirements of the National Training Package. Our Access and Equity Policy ensures that trainee/student selection decisions comply with equal opportunity legislation. Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience. All members of the community, including priority VET target group members, are actively encouraged to participate in, and supported during our courses. The PAO/PD/OCM, administrative officer and registrar are delegated RBIT/RBIC Administrative Operational Compliance Officers must work according to NVR, SRTO, ESOS, CRICO, National Code and regulatory compliance Standards; responsible to govern RBIT/RBIC daily operations to meet ASQA compliance standards; implement the RBIT/RBIC Policy and Procedures, SOPs and fully comply with all legislation and principals as outlined in this Policy.		
Quality Management Focus: RBIT has developed the SMOC and Quality Assurance for Continue Improvement and Correction Action Plan (QACICA) to govern the quality service best practice standards to meet the ASQA compliance enquiries. RBIT/RBIC has generated an Operational Corrective Action Plan (OCAP) a living tool to record the Corrective schedule, action, and effective corrective outcome. We commitment to providing a quality service, continue validate training and assessment also a focus on continuous improvement needs. We value feedback from students, trainer, staff, employers, and relevant stakeholders for incorporation into future programs.		

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1. Policy

- 1.1. RBIT/RBIC holds fairness, integrity and responsibility as essential operation values. Catering for the differences may involve adapting the learning environment, training and assessment materials for learners. It is the spirit and goal of RBIT/RBIC to ensure that all groups in society, irrespective of their age, gender, cultural and ethnic background, and socio-economic status have equal opportunity to become a member of its learning community.
- a) RBIT/RBIC will ensure that its Access and Equity policies are fully implemented and clearly understood by all members of the campus community.
 - b) RBIT/RBIC is committed to a policy of equal opportunity for both employment and education.
 - c) RBIT/RBIC affirms its continuing opposition to unfair discrimination in employment and education on the grounds of age, race, nationality, ethnic origin, qualifications or experience gained outside Australia, sex, pregnancy, marital or family status, political or religious affiliation, physical or intellectual impairment, sexual preference or social or economic circumstances. Such discrimination is inequitable and therefore unacceptable.
- 1.2. It is an objective of RBIT/RBIC to:
- a) Continue to consolidate and enhance its positions within the context of equal employment opportunity;
 - b) Continue to appoint the best available Student to any vacant position in RBIT/RBIC, but reserve the right to make no appointment if no Student is deemed appropriate;
 - c) Enhance the operation of the merit principle by eliminating any present unfair discrimination on the grounds listed above, in relation to;
 - a. The recruitment, selection and advancement of staff
 - b. Employment practices, conditions and benefits (taking into account the requirements of the relevant industrial awards)
 - c. Daily routines and organisation or work
 - d. Systematic practices which disadvantage by restricting information and access to resources;
 - e. Promote equal employment opportunity as an integral part of good management practice.
- 1.3 RBIT/RBIC regards as inappropriate the use of written or spoken language, which makes denigrating or irrelevant reference to an individual's race, or sex or any other characteristic listed in paragraph Clause 1.1 above.
- 1.4 RBIT/RBIC will continue its efforts to enhance physical access to campus facilities, for people with disabilities, as resources permit.
- 1.5 RBIT/RBIC is aware that the ability to communicate effectively in English plays a major role in the work situation, and will endeavour to assist all staff who wish to do so, be provided with an opportunity to improve their skills in this regard, insofar as resources will permit.
- 1.6 RBIT/RBIC acknowledges that people who have experienced disadvantage in the wider social system may be affected still by the legacy of past injustice and continuing social inequities. RBIT/RBIC affirms that particular regard needs to be taken into account with regard to their cultural and historical backgrounds when determining measures designed to promote equality of opportunity for these groups; but not limited to Aboriginal and Torres Strait Islander persons, people of different national or ethnic origins, and so on.
- 1.7 RBIT/RBIC will ensure that members of described groups are consulted in the development of Equal Employment Opportunity policy and practice at RBIT/RBIC.
- 1.8 RBIT/RBIC will regularly review its practices in relation to the employment of part-time staff to ensure that there is no unfair discrimination, particularly regarding conditions of service. Under the Sex Discrimination Act 1984, this is regarded as a form of sexual discrimination, is illegal and formally opposed by RBIT/RBIC.

2. Definitions

The Terminology of Access and Equity means:

1. Ensuring that all people, regardless of racial, religious, cultural or language backgrounds enjoy full access to services they are entitled to. It is NOT about special services for people of culturally and linguistically diverse background, or from a non-English speaking background.
2. That Access and Equity is about **identifying and removing barriers**, which prevent people from knowing, using and participating in a service that they wish to utilise.

Student Service

RBIT/RBIC management best practices aims to ensure effective Student Service. RBIT/RBIC has student service standards, in accordance with ASQA guidelines, to ensure:

1. The timely issue of trainee/student assessment results and qualifications
2. Quality focus includes a Recognition of Prior Learning and Credit Transfer Policy
3. An Access, Equity and Diversity Policy and student welfare and guidance services
4. A Learner Refund Policy
5. A Complaint and Appeal Policy
6. Where necessary, arrangements will be made for those students requiring literacy or numeracy individual support needs
7. We take every opportunity to ensure that this information is disseminated, understood and valued by personnel and students
8. Our student information will ensure that all fees and charges are known to learner before enrolment, that course content and assessment procedures are explained and that vocational outcomes are outlined
9. We develop Student ePortfolio Platform, coach student compile their electronic CV and to equip student has Jobready capability prior graduate
10. RBIT/RBIC building the Industrial Network for learning consultation, encourage students participate to the real world working opportunities, equipping student capability for employability and sustainability

External Audit

RBIT/RBIC has agreed to participate in monitoring and audit processes required by the ASQA. This covers random compliance audits, audit following complaint and audit for the purposes of re-registration.

Management and Administration

RBIT/RBIC has policies and management strategies, which ensure sound financial and administrative practices. Management guarantees the organisation's sound financial position and safeguards trainee/student fees until used for training/assessment. We have a Refund Policy, which is fair and equitable. Trainee/student records are managed securely and confidentially and are available for trainee/student perusal on request. Australia First Wide Aid has adequate insurance policies.

Marketing and Advertising

RBIT/RBIC markets vocational education and training products and services with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product. All advertising will be conducted in accordance with the provisions of the ASQA Standards.

Training and Assessment Standards

RBIT/RBIC has employed the qualified and experienced trainer to deliver the training and facilitate the assessment to the training products offered. Assessment will meet the ASQA Standards (including Recognition for Prior Learning and Credit Transfer). Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of trainees.

International Students

RBIT/RBIC will comply with the Commonwealth Education Services for Overseas Students (Registration of Providers Financial Regulations) Act 1991.

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3. Procedure

Step	Procedure	Responsible Person
1.Implementation	<p>a. CEO, PD/PAO and SMT are responsible for overseeing the implementation of all areas of equity and access practices within the day to day operations of the RTO.</p>	<p>CEO PD/PAO SMT</p> <p>Registrar Deputy Administrative Officer</p>
2. Students	<p>RBIT/RBIC puts its commitment to access and equity into practice by:</p> <ul style="list-style-type: none"> Identifying and removing any barriers to access and participation; Ensuring all products and services offered under the RTO are free from limitation to users based on age, gender, physical, mental, social or other protected characteristics; Ensuring all Students and prospective Students are informed that RBIT/RBIC will accommodate their learning needs; Implementing reasonable adjustments as necessary to ensure delivery and assessment of all programs meet individual Student needs; Ensuring all practices are free from discrimination; Where possible delivering education, training and assessment programs and services that are relevant, accessible, fair and inclusive; and All Students are provided with information about access and equity issues and RBIT/RBICs complaint resolution process. <p>Access and equity principles are communicated to Students using the following methods:</p> <ul style="list-style-type: none"> Student Handbook Orientation/Induction Website 	All Staff Students
3.Staff	<p>RBIT/RBIC Personnel will observe the organisation wide commitment to access and equity requirements by ensuring:</p> <ul style="list-style-type: none"> Information and policies relating to access and equity are in place and readily available to all prospective Students and RBIT/RBIC Personnel; RBIT/RBIC Personnel are aware and informed of equal opportunity guidelines and dispute resolution processes and procedures; All RBIT/RBIC Personnel undertake induction and have the opportunity to undertake ongoing 	All Staff

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	<p>professional development that ensures they have the knowledge and understanding to implement the policies and procedures of the organisation in relation to access and equity, and are able to communicate and support all prospective Students to achieve their learning goals; and</p> <ul style="list-style-type: none"> • All RBIT/RBIC Personnel interact with prospective Students in a courteous, professional and non-discriminatory way. <p>Access and equity principles are communicated to RBIT/RBIC Personnel through the following methods:</p> <ul style="list-style-type: none"> • Staff Induction Training; • Access to organisational policies and procedures; and • Professional Development Activities. 	
4. Queries	The Deputy Administrative Officer and Registrar are responsible in the first instance for any queries relating to equity and access, and for escalating any unresolved issues to the CEO, PD/PAO and SMT for further action.	Registrar Deputy Administrative Officer CEO PD/PAO SMT
5.	Access and Equity related complaints will be handled as per the Complaints and Appeals Procedure	

4. References

1. References

Standards for Registered Training Organisations (RTOs) 2015

Federal Legislation:

- ☐ Anti-Discrimination Act 1991 (QLD);
- ☐ Age Discrimination Act 2004 (Cth);
- ☐ Australian Human Rights Commission Act 1986) (Cth);
- ☐ Copyright Act 1968 (Commonwealth)
- ☐ Disability Discrimination Act 1992 (Cth);
- ☐ Disability Services Act 2006 (QLD);
- ☐ ESOS Act 2000 (QLD)
- ☐ Equal Opportunity & Public Employment Act 1992 (Commonwealth)
- ☐ Fair Work Act 2009 (Cth).
- ☐ Vocational Education, Training and Employment Act 2000 (QLD)
- ☐ Racial Discrimination Act 1975 (Cth);
- ☐ Sex Discrimination Act 1984 (Cth);
- ☐ Work Place Gender Equality Act 2012 (Cth); and
- ☐ WorkCover QLD Act 1996 (QLD)
- ☐ Workplace Health and Safety Act, 1995 (QLD)

State Legislation:

- Australian Capital Territory Discrimination Act 1991 (ACT);
- New South Wales Anti-Discrimination Act 1977 (NSW);
- Northern Territory Anti-Discrimination Act 1996 (NT);
- Queensland Anti-Discrimination Act 1991 (QLD);
- South Australia Equal Opportunity Act 1984 (SA);
- Tasmania Anti-Discrimination Act 1998 (TAS);
- Victoria Equal Opportunity Act 1995 (VIC); and
- Western Australia Equal Opportunity Act 1984 (WA).

5. Supporting Documentation

Item	Reference
Insert location of forms here	
Complaints and Appeals Form	
Student Handbook	
Staff handbook	
Staff Induction	
PIM Guide	
Division SOPs	
Code of Conduct	
Related Policies	
Complaints Policy	