



Virtu Design Institute Pty Ltd (ABN 31 154 273 757) trading as APC Design School | RTO Code: 40530

## ACCESS AND EQUITY POLICY

### PREAMBLE

Australian Law requires education providers to ensure that all working and teaching practices are fair, equitable and non-discriminatory. The Access and Equity Policy at the College acknowledges those Federal laws that make discrimination and harassment in employment, the provision of education and the provision of goods and services unlawful. In addition, the Access and Equity Policy also aims to adhere to the Equal Opportunity Act 2000 (Vic) or the Anti-Discrimination Acts in New South Wales and Queensland under which it is unlawful for anyone to be treated unfairly or discriminated against on the grounds of sex, sexuality, race, physical, intellectual impairment or age.

The College also acknowledges its responsibilities under the various work health and safety acts and regulations and occupational health and safety acts and regulations to ensure that all employees and students are provided with a safe and healthy working and learning environment.

### DEFINITIONS AND ACRONYMS

**“Anti-Discrimination Acts”** means the Anti-Discrimination Act 1977 (NSW) and the Anti-Discrimination Act 1991 (Qld)

**“APC”** means Australian Pacific College.

**“College”** means Australian Pacific College, English Unlimited, APC Design School and Australian Pacific Travel & Tourism.

**“Policy”** means the Access and Equity policy.

## 1. POLICY

- 1.1 The College interprets this legislation to mean that staff and students should have a working and learning environment free from discrimination and/or harassment.
- 1.2 The College supports the principles of equal and fair access to educational opportunities and strives to provide students with the opportunity to achieve their potential. The College has a strong commitment to the promotion of equity and diversity in regard to its staff and students.
- 1.3 While the student body of the College consists predominantly of full-fee paying overseas students and the staff are from a range of cultural



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backgrounds, the College is committed to increasing access for people from other groups such as:

- Aboriginal and Torres Strait Islanders
- South Sea Islanders
- people with disabilities

1.4 The College endeavours to ensure that:

- an environment of support and care for staff and students is provided
- cultural understanding and sensitivity inform the teaching and support of the staff and students
- there is early identification of students at risk of discrimination and/or harassment and support is provided for such students
- practices are non-discriminatory and address the needs of all groups
- all education processes are inclusive
- all education processes value students from a diverse background
- all policies and procedures are non-discriminatory and inclusive
- staff and students are provided with information about access and equity issues, this Policy and the complaints resolution process.

1.5 The College requests that new students indicate prior to enrolment if they are in need of specific assistance with regard to language, literacy and numeracy so that specific learning support may be provided (refer to the [Language Literacy and Numeracy Policy](#)). The College's academic staff endeavour to apply alternative learning and assessment strategies to assist students with special needs. The College endeavours to meet students physical needs where possible. Students with specific physical needs are advised to contact the College before applying.

1.6 The College promotes the development of a diverse and non-discriminatory work environment and requires that employees treat students, other employees and visitors to the College with respect and courtesy, and conduct themselves in a manner commensurate with this Policy.

## 2. IMPLEMENTATION



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- 2.1 It is the responsibility of all staff to ensure that they understand and implement this Policy and behave in a respectful and non-discriminatory manner when dealing with other staff, students and visitors to the College.
- 2.2 Similarly all students are required to behave in a respectful and non-discriminatory manner when dealing with staff, other students and visitors.
- 2.3 All staff are informed and provided with access to a copy of this Policy as a part of the staff orientation process. Copies of this Policy are available in the APC Policies and Procedures Manual, on the staff intranet and the College website.

### POLICY REVIEW

The Policy will be reviewed through consultation at management and staff meetings as part of the three year review cycle.

### RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

<b>RELEVANT LEGISLATION/CODES/STANDARDS</b>	
Commonwealth	Standards for Registered Training Organisations (RTOs) 2015 - Standard 1.7 Racial Discrimination Act 1975 (Cth) Sex Discrimination Act 1984 (Cth) Disability Discrimination Act 1992 (Cth) Work Health and Safety Act 2011 (Cth) Work Health & Safety Regulations 2011 (Cth) VET Students Loan Act 2016 (Cth) Higher Education Support ACT 2003 (Cth)
New South Wales	Anti-Discrimination Act 1977 (NSW) Work Health and Safety Act 2011 (NSW) Work Health & Safety Regulations 2011 (NSW)



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Queensland	Anti-Discrimination Act 1991 (Qld) Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulations 2011 (Qld)
Victoria	Equal Opportunity Act 2010 (Vic) Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2007 (Vic)

## RELATED POLICIES AND PROCEDURES

This document references the following College policies and/or procedures:

Related Policies and Procedures	
<b>Policies</b>	<a href="#">Language, Literacy, Numeracy Policy</a> (Clause 1.5)

## KEYWORDS

<b>Keywords</b>	Access and Equity, Discrimination, Harassment, Unfair Treatment, safe, healthy, fair, diversity, wheelchair accessibility, disability
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## POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Access and Equity Policy v2.6	4 September 2015	Sharon Luhr and Alex Lee	Original Document
Access and Equity Policy v2.7R	December 2017	Sara Gaudry	Full update in accordance with the Policy and Procedure Template



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			v1.0 and Guidelines for Drafting Policies and Procedures v1.0
Access and Equity Policy v2.7V	29 April 2019	Ron Newman	Applied for use by Virtu Design Institute Pty Ltd trading as APC Design School for Australian domestic students.



**AUSTRALIAN  
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