Policy Classification:	RTO014	Version 1.0:	8.04.2025
Document Owner:	Compliance Manager	Review Date:	8.04.2026
Approved by:	RTO Manager		

Access and Equity Policy and Procedure

Policy Overview

The Access and Equity Policy at St George and Sutherland Community College (SGSCC) is designed to ensure that all students, staff, and stakeholders have fair and equitable access to education, training, employment, and associated opportunities. This policy reflects SGSCC's commitment to providing an inclusive environment that respects and values diversity, and it aligns with relevant legislative and regulatory frameworks.

Purpose and Rationale

The purpose of this policy is to:

- **Promote Inclusion**: Foster an inclusive environment that supports the diverse needs of all individuals, including those from disadvantaged or underrepresented groups.

- **Ensure Fair Access**: Guarantee that all students and staff have equal access to resources, opportunities, and support services, regardless of their background, characteristics, or circumstances.

- **Comply with Legislation**: Align with the Anti-Discrimination Act 1977 (NSW), the Disability Discrimination Act 1992, the Racial Discrimination Act 1975, the Sex Discrimination Act 1984, and other relevant legislation to uphold the rights of individuals and prevent discrimination.

- **Support Educational Equity**: Ensure that teaching, learning, and assessment processes are equitable and provide all students with the opportunity to succeed.

Procedures and Implementation

1. Equitable Access to Education and Training:

Non-Discriminatory Admission Practices:

SGSCC will ensure that admission processes are transparent and non-discriminatory. All applicants will be assessed based on their qualifications, skills, and abilities relevant to the course or position applied for, without regard to age, gender, ethnicity, disability, religion, or socioeconomic background.

Reasonable Adjustments:

Where necessary, SGSCC will make reasonable adjustments to teaching, learning, and assessment methods to accommodate the needs of students with disabilities or other special requirements. This includes providing alternative formats of learning materials, extended time for assessments, and access to assistive technologies.

Support Services:

All students will have access to support services, including language, literacy, and numeracy (LLN) assistance, counseling, and career guidance, to help them succeed in their studies. These services will be provided equitably, ensuring that all students can benefit regardless of their individual circumstances.

2. Fair Employment Practices:

Recruitment and Selection:

SGSCC is committed to fair recruitment and selection practices. Job advertisements, selection criteria, and interviews will be designed to attract and select candidates based on merit, without discrimination.

Recruitment processes will be transparent, and all applicants will be treated with fairness and respect.

Workplace Adjustments:

Where required, SGSCC will provide reasonable adjustments in the workplace to support employees with disabilities or other needs. This may include modifying workstations, flexible working hours, or providing specialized equipment.

Training and Development:

All staff will have equitable access to professional development opportunities. SGSCC will ensure that training programs are inclusive and that all employees are encouraged to participate, regardless of their background or circumstances.

3. Promoting Diversity and Inclusion:

Cultural Competency:

SGSCC will promote cultural competency among staff and students by providing training and resources on diversity, inclusion, and anti-discrimination. This will help create a welcoming environment for all, including those from culturally and linguistically diverse backgrounds.

Inclusive Curriculum:

The curriculum will be designed to reflect and respect the diversity of the student population. Teaching materials and approaches will be inclusive and sensitive to the needs of students from various backgrounds.

Student and Staff Awareness:

SGSCC will regularly communicate its commitment to access and equity through orientation programs, staff training, and student handbooks. Awareness campaigns will be conducted to ensure that everyone in the college community understands their rights and responsibilities under this policy.

4. Handling Discrimination and Harassment:

Zero Tolerance for Discrimination:

SGSCC has a zero-tolerance approach to discrimination, harassment, and bullying. Any instances of such behavior will be addressed promptly through established complaints and disciplinary procedures.

Complaint Resolution:

Students and staff who believe they have experienced discrimination or harassment can lodge a complaint under the SGSCC Complaints and Appeals Policy. Complaints will be handled confidentially, fairly, and promptly, with appropriate actions taken to resolve the issue and prevent recurrence.

5. Monitoring and Reporting:

Data Collection and Analysis:

SGSCC will collect and analyze data on student enrolment, retention, completion, and staff demographics to monitor the effectiveness of the Access and Equity Policy. This data will be used to identify any barriers to access and to inform continuous improvement efforts.

Regular Review:

This policy will be reviewed annually to ensure it remains effective and aligned with current legislation, best practices, and the needs of the SGSCC community. Feedback from students and staff will be considered in the review process.

Applicability and Responsibilities

Who does this policy apply to?

This policy applies to all students, staff, and stakeholders at SGSCC, including prospective students and

job applicants.

Who is responsible?

RTO Manager: Responsible for overseeing the implementation of this policy and providing support to students and staff regarding access and equity issues.

People and Culture Manager: Responsible for ensuring that recruitment, selection, and employment practices comply with this policy.

All Staff and Students: Responsible for promoting an inclusive environment and adhering to the principles outlined in this policy.

References

- *Anti-Discrimination Act 1977* (NSW): Provides the legal framework for preventing and addressing discrimination in New South Wales.

- *Disability Discrimination Act 1992:* Protects individuals from discrimination based on disability and requires reasonable adjustments in education and employment.

- *Racial Discrimination Act 1975*: Prohibits discrimination on the basis of race, color, descent, or national or ethnic origin.

- *Sex Discrimination Act 1984*: Outlaws discrimination on the basis of sex, marital status, pregnancy, or potential pregnancy, and provides protections against sexual harassment.

- *Fair Work Act 2009*: Ensures fair treatment in the workplace, including protections against discrimination and unfair dismissal.

- *National Code of Practice for Providers of Education and Training to Overseas Students 2018:* Sets out standards for supporting overseas students, including access to support services and ensuring equity in education.

This policy ensures that SGSCC upholds its commitment to access and equity, providing a fair and inclusive environment where all individuals have the opportunity to succeed.