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La Trobe College  
Australia

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Access,  
Equity and  
Equal  
Educational  
Opportunity  
Policy

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## 1. Policy

- 1.1 La Trobe College Australia promotes a workplace and learning environment that is culturally diverse and supports the self-esteem and personal development of staff and students to enable each person to achieve their full potential.
- 1.2 The College is committed to equal opportunity in employment and education and to promoting an environment in which harassment and discrimination does not occur.
- 1.3 Equal opportunity means all people are treated fairly and on merit, and are not discriminated against on the basis of attributes, real or imputed, that are not relevant to a policy, practice or decision. It also means that all staff and students are provided with equal access to the resources and services available to support them in their pursuit of their goals. The College recognizes that all staff and students and members of its public should be treated fairly and with respect at all times.
- 1.4 Diversity means the different attributes that a person brings to their employment or studies and includes such factors as:
  - Cultural identity
  - Language
  - Ways of learning
  - Work experience
  - Values and beliefs
  - Religion
  - Income
  - Family
  - Geographic background
  - Age
  - Sexuality
- 1.5 The College aims to:
  - 1.5.1 Foster a culture that values and responds to the rich diversity of its staff and students.
  - 1.5.2 Provide an environment free from sexual harassment, harassment, discrimination, victimization and vilification.
  - 1.5.3 Promote equal employment and education opportunities for all students and staff.
  - 1.5.4 Encourage and reflect cultural, ethnic and gender diversity in its teaching, administrative and student support services.
  - 1.5.5 Support participation by Aboriginal and Torres Strait Islander people and be sensitive to Aboriginal and Torres Strait Islander knowledge and cultures.
- 1.6 This policy applies to all members of the College and its visitors.
- 1.7 All staff and students of the College have an obligation to ensure that they cooperate in the maintenance of an environment free of sexual harassment, harassment, discrimination, victimisation and vilification and that proper standards of behaviour are observed.
- 1.8 All new staff and students will be alerted to this policy during their induction/orientation and will be informed where the policy is located on the La Trobe College Australia website: [www.latrobecollegeaustralia.edu.au/policies-and-procedures](http://www.latrobecollegeaustralia.edu.au/policies-and-procedures)
- 1.9 Equal educational opportunity at La Trobe College Australia is consistent with the following Commonwealth and State Legislation:
  - Age Discrimination Act (Commonwealth, 2004)
  - Australian Human Rights Commission Act (Commonwealth, 1986)
  - Charter of Human Rights and Responsibilities Act (Victoria, 2006) amended July 2014
  - Disability Standards for Education (2005)
  - Education Services for Overseas Students (ESOS) Act 2000
  - Education Services for Overseas Students Act (Commonwealth, 2000)

- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Racial and Religious Tolerance Act (Victoria, 2001)
- Racial Discrimination Act (Commonwealth, 1975)
- Sex Discrimination Act (Commonwealth, 1984)
- Tertiary Education and Quality Standards Agency Threshold Standards (2015): 2.2 Equity and Diversity; and 2.3 Well - being and Safety
- Tertiary Education and Quality Standards Agency Act (Commonwealth, 2011)
- Tertiary Education and Quality Standards Agency Amendment Act (Commonwealth, 2014)
- Victorian Equal Opportunity Act (Victoria, 2010)

## **2. General Implementation**

- 2.1 **Students.** La Trobe College Australia has in place a Student Grievance Policy which relates to both academic and non-academic grievances. Any student who feels he or she has suffered discrimination or harassment of any kind, or feels they have not been treated fairly has access to the procedures for dispute resolution under this policy. This policy also applies to the selection and enrolment process.
- 2.2 **Staff.** Any staff member of La Trobe College Australia who feels he or she has suffered discrimination or harassment of any kind, or feels they have not been treated fairly has access to the procedures for dispute resolution under the La Trobe College Australia Collective Agreement for the Melbourne Campus and the Navitas Grievance Management Policy for the Sydney Campus.
- 2.3 **Visitors.** Any visitor to La Trobe College Australia who feels he or she has suffered discrimination or harassment of any kind, or feels they have not been treated fairly may contact the College Director/Principal, La Trobe Operations.

## **3. Procedures for Observance of Non-Gazetted Religious Holidays**

- 3.1 La Trobe College Australia acts in accordance with its Access, Equity and Equal Educational Opportunity Policy and the laws governing it.
- 3.2 The College is required by law to observe Australian, Victorian and New South Wales gazetted religious holidays.
- 3.3 The College has students from many different countries who observe diverse religious practices. Consequently, the College is unable to take into account the various religious activities that its students might engage in when determining dates and times for classes and/or assessment tasks.
- 3.4 If a student is an adherent of a particular religion and finds that an examination date conflicts with a special religious observance, then the student may apply for special consideration.
- 3.5 If a student applies for special consideration on the grounds of a religious observance, the supporting documentation must include a statement from a religious leader to the effect that the student is required to undertake the religious observance.

## **4. Procedures for Students with Disabilities**

- 4.1 La Trobe College Australia acts in accordance with its Access, Equity and Equal Educational Opportunity Policy and the laws governing it.
- 4.2 Students who wish to notify La Trobe College Australia that they have a pre-existing disability have an opportunity to indicate the fact when they first enrol.
- 4.3 Students who develop a disability while a student of La Trobe College Australia, and wish to notify La Trobe College Australia of that disability, should make an appointment with the Student Counsellor/Student Services.
- 4.4 Students who believe the extent of their disability is such that it will affect their ability to undertake their studies without the use of additional resources should, in the first instance, discuss their situation with the Student Counsellor/Student Services Coordinator.
- 4.5 The Student Counsellor/Student and Academic Services Manager will work with relevant academic and/or non-academic staff to assist the student to undertake their studies alongside their fellow students. The Student Counsellor/Student and Academic Services

Manager will liaise with the La Trobe University Equity and Diversity Centre for additional information and assistance where necessary.

## 5. **LGBTIQA Community and Support**

Support is provided by the Student Counsellor for this community of students.

<b>Policy Title</b>	Access, Equity and Equal Educational Opportunity Policy	
<b>Policy Owners</b>	Director, Student Services	
<b>Key Stakeholders</b>	Staff Students Visitors to the College	
<b>Approval Body</b>	LTM Management Committee	<b>Approved on</b> 5 April 2012
	LTM Executive Committee	26 November 2014
	LTM Executive Committee	29 March 2017
	LTCA Executive Committee	31 October 2018
	LTCA Executive Committee	21 February 2019
	LTCA Executive Committee	12 June 2019
<b>Relevant Legislation</b>	Age Discrimination Act (Commonwealth, 2004) Australian Human Rights Commission Act (Commonwealth, 1986) Charter of Human Rights and Responsibilities Act (Victoria, 2006) amended July 2014 Disability Standards for Education (2005) Education Services for Overseas Students (ESOS) Act 2000 Education Services for Overseas Students Act (Commonwealth, 2000) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) Racial and Religious Tolerance Act (Victoria, 2001) Racial Discrimination Act (Commonwealth, 1975) Sex Discrimination Act (Commonwealth, 1984) Tertiary Education and Quality Standards Agent Threshold Standards (2015): 2.2 Equity and Diversity; and 2.3 Well - being and Safety Tertiary Education and Quality Standards Agency Act (Commonwealth, 2011) Tertiary Education and Quality Standards Agency Amendment Act (Commonwealth, 2014) Victorian Equal Opportunity Act (Victoria, 2010)	
<b>Related Policies</b>	Student Grievance Policy Enrolment Policy Child Safe Policy and Standards	
<b>Related Guidelines</b>		
<b>File information</b>	<b>TBC</b>	<b>Version number V1.2</b>
<b>Date Effective</b>	14 September 2011	<b>Next Review Date</b> June 2021
<b>Amendment History</b>		
Revision Date	Version	<b>Summary of changes</b>
6/4/17	1.0	Addition of information under section 1.5 in relation to Aboriginal and Torres Strait Islander people.
10/8/18	1.1	Updates according to National Code 2018 and College name change to LTCA.
6/2/19	1.2	Merged separate LTCA Melbourne and Sydney policies into one policy.
5/6/2019	1.4	Added "sexuality" as a factor. 5. LGBTIQI Community