



# Access, Diversity, Equity & Inclusion Policy

Version 2.0 September 2024

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## Section A – Introduction

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### A.1 Overview

The purpose of this policy is to outline the Navitas Bundoora Pty Ltd (LTCA; La Trobe College Australia; The College) approach to providing quality education to prospective students at the College from all walks of life inclusive of ability. The College is committed to quality assurance and continuous improvement in all aspects of its operations as an Institution of Higher Education provider

- 1.1 The College has a legal and a moral obligation to provide equal opportunity in employment and a workplace/learning environment free from discrimination and harassment. The success of the College's equal opportunity and diversity approach depends on the cooperation of the whole College community.
- 1.2 All staff and students are accountable for ensuring that their own behaviours comply with College's commitments and relevant legislation.
- 1.3 The College aims to provide reasonable adjustment and appropriate support to all students to reach their full potential and meet their academic goals in order to prepare them for progression to Curtin University and beyond.

### A.2 Scope

This policy applies to all staff and students and prospective students undertaking their studies at the College, in courses listed on its current scope of registration. The College Senior Management Team and Managers are responsible for the management and implementation of this policy.

- 2.1 The Policy covers the support provided to staff and students who experience a disability; medical condition; psychosocial or other demonstrable factors that may affect their health; safety; or wellbeing which impact access to working and/or learning environment.
- 2.2 The College is committed to equal opportunity and diversity in education and employment and seeks the engagement and support of the College community in this area.
- 2.3 This policy provides the framework to ensure that the College is guided by the principles of equal opportunity, respect and inclusion and complies with the spirit and intent of legislation.
- 2.4 All members of the College community have a responsibility to contribute to the achievement of an equitable working and learning environment. This policy applies to all current members of the College community including staff, students, contractors, visitors or individuals engaged in official activities with the College.

## Section B – Policy Statement

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### B.1 Policy Principles

- 1.1 The College is committed to ensuring the integration of the principles of equity for all staff and students in college policies, procedures, decisions and operations. College activities are underpinned by the following principles:
- 1.1.1 all members of the College have the right to be treated fairly, equitably, and with respect
  - 1.1.2 there is equitable access to education for students and staff
  - 1.1.3 all members of college are entitled to a work and study environment that is free from unlawful discrimination, harassment, vilification, bullying or other adverse and inappropriate behaviours
  - 1.1.4 diversity is respected and appreciated as contributing to the richness of the teaching learning environment
  - 1.1.5 an inclusive environment, including the implementation of reasonable adjustments when required, provides the best outcomes for the varied needs of the diverse College community
  - 1.1.6 equity refers to fair treatment and justice for all people and differs from equality: Whereas equality means providing the same to all, equity means recognising that we do not all start from the same place and must acknowledge and make adjustments to imbalances
  - 1.1.7 staff and students have the right to raise complaints in good faith under the relevant College complaints procedure without fear of retaliation or victimisation.
- 1.2 Aboriginal and Torres Strait Islander Students and Staff
- 1.2.1 The College acknowledges the Traditional Custodians of the Wurundjeri people of the Kulin nation. The College respects all Aboriginal and Torres Strait Islander communities across Australia. The College pay's its respects to Elders past, present and emerging.
- The College will:
- a. Respect and acknowledge the Traditional Owners of the land on which the College is situated
  - b. Respect and protect the rights of its Aboriginal and Torres Strait Islander students and staff
  - c. Promote a fair and inclusive educational and work environment for Aboriginal and Torres Strait Islander employees and students.
  - d. Recognise the importance of Aboriginal and Torres Strait Islander employees and students participating in cultural or ceremonial business.
  - e. Work towards a non-binding goal of Indigenous staff representing 2% of total staff, and Indigenous students representing 2% of total students.
- 1.3 The College is committed to creating an environment, which promotes dignity, respect, and acknowledges the right to privacy and confidentiality, and promotes an awareness of the needs and rights of people with disabilities; psychosocial or other demonstrable factors that may impact on their health; safety; or wellbeing access to an equitable learning environment.
- 1.4 Students and staff with disabilities or other needs should be able to access and negotiate the campus safely and with ease in accordance with the La Trobe University Disability Access and Inclusion Plan and Personal Emergency Evacuation Plan.

## B.2 Policy Implementation

The College will promote diversity and equity by:

- 2.1 Taking all reasonable steps to ensure that the working and learning environment is free from unlawful discrimination, harassment, vilification, victimisation, bullying or other adverse and inappropriate behaviours.
- 2.2 Implementing inclusive policies, and practices in all its activities and services to take account of the needs of the diverse College community.
- 2.3 Developing and implementing reasonable adjustments to enhance opportunities for access, participation, retention and success of all students including from underrepresented equity groups.
- 2.4 Developing and implementing reasonable adjustments to enhance opportunities for access and outcomes for all staff.
- 2.5 Facilitating special consideration of Aboriginal and Torres Strait Islander (ATSI) peoples' recruitment, admission, participation and completion by the College's Academic Board in the context of La Trobe University's ATSI student initiatives.
- 2.6 Monitoring and reporting on the College's equal employment and diversity performance against identified College priorities and legislative requirements.
- 2.7 Implementing training and awareness raising strategies to ensure that all staff and students know their rights and responsibilities.
- 2.8 Providing an effective procedure for handling complaints based on the principles of natural justice.

## B.3 Complaints

- 3.1 Students who believe they have been treated unfairly concerning access, diversity, equity or inclusion are encouraged to refer to the College's Grievance Policy, which is located on the College's website or provide feedback/ lodge an official complaint using the College website.
- 3.2 Staff who believe they have been treated unfairly in regard to access, diversity, equity or inclusion are encouraged to speak to their line manager, or email the LTCA HR Business partner.

## B.4 Confidentiality and Disclosure

- 4.1 Confidentiality of information relating to students with disabilities will be protected, and access only is given to staff on a need-to-know basis. All documentary evidence of disability/medical condition will be retained on a Confidential File and in Student Files as required.

## SCHEDULE 1

1. By providing reasonable notice, the College can consider the request for adjustments. When assessing a request for a reasonable adjustment, the College will be entitled to preserve the inherent requirements of the course.
2. The College shall provide support for all students with disabilities and other needs except where, in the opinion of the College, the provision of additional resources, services or facilities would impose an unjustifiable hardship on the College or compromise the health and wellbeing of the student or others.
3. Medical Documentation for Students with Disabilities and/or Medical Conditions:
  - 3.1 Students with disabilities, and other needs, who require reasonable adjustment, may be asked to provide the College with a Professional Assessment from a Professional Clinician where their application to study at the College does not provide sufficient information for the College to assess whether appropriate support can be provided. Appropriately, qualified health professional reports make helpful additions to applications to enable assessment (including General Practitioners, Psychiatrist, Licensed Psychologist or Licensed Professional Counsellors).
4. Unjustifiable Hardship:
  - 4.1 As outlined in the Disability Standards for Education (2005), in deciding that making accommodations for a student with a disability would result in unjustifiable hardship for the College, the College will take into consideration:
    - o Additional staffing requirements;
    - o Provision of special resources;
    - o Modifications to curriculum;
    - o Impact on the learning environment, including the benefits and adverse impact on learning and social outcomes from the student's participation for the student, other students and staff;
    - o Financial incentives, including subsidies or grants available to the College as a result of the students' participation.
    - o Compromise the health and wellbeing of the student or others.
  - 4.2 Where unjustified hardship is determined, Director of Marketing and Admissions or nominee will notify the student, whether new or continuing, of the decision and the reasons for the decision as soon as practicable after the decision is made. If a student is dissatisfied with the decision, they have the right to submit a written complaint against that decision in accordance with the College's Grievance policy.

## Section D – Governance

Policy Title	Access, Diversity, Equity and Inclusion Policy	
Policy Owners	College Director and Principal	
Contact Persons	Quality Risk and Compliance Manager Student Counsellor	
Key Stakeholders	LTCA SMT	
Approval Body	College Senior Management Team	26 March 2018
	LTCA Senior Management Team	15 August 2023
Relevant Legislation	<ul style="list-style-type: none"> <li>• Age Discrimination Act 2004 (Cth)</li> <li>• Australian Human Rights Commission – A Quick Guide to Australian discrimination laws</li> <li>• Disability Discrimination Act (1992)</li> <li>• Disability Standards for Education 2005</li> <li>• Disability Services Act 1993 (WA),</li> <li>• Equal Opportunity Act 1984</li> <li>• Higher Education Standards Framework (Threshold Standards) 2021</li> <li>• Privacy Act 1988</li> <li>• Racial Discrimination Act 1975 (Cth)</li> <li>• Sex Discrimination Act 1984 (Cth)</li> <li>• The National Code (specifically standard 6)</li> </ul>	
Related Policies	Enrolment Policy Student Wellbeing Counselling and Support Policy Access Diversity, Equity and Inclusion Process Student Grievance Policy Student and Staff Code of Conduct	
Related Guidelines / Procedures	Personal Emergency Evacuation Plan	
File information	File number	Version number V2.0
Date Effective	September 2024	Next Review Date August 2026
Amendment History		
Revision Date	Version	Summary of changes
26 March 2018	1.0	This policy replaces the Supporting Students with Disability Policy and Equal Opportunity Policy.
April 2020	1.1	Include section 4.2 on ATSI student and staff recognition, respect and recruitment goals  Added Personal Emergency Evacuation Plan to this policy  <b>Replaced 'welfare' with 'wellbeing' throughout document</b>
September 2024	2.0	Changes are to reflect current practice inclusive of policy and governance, updated reference to feedback/ complaints can be placed from the College website