

Access and Equity Policy and Procedure



1. Purpose

To actively encourage the participation of a cross section of the community to be a take part in Melbourne Trades College training. This is achieved through ensuring that people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. It means identifying and addressing the training needs of everyone.

2. Scope

This policy applies to all employees, contractors, students and visitors. It applies to all aspects of employment, employment conditions and benefits, e.g. training, promotion, work allocation, leave arrangements etc. It also applies to employees working off-site and after hours, that is, wherever people are as a result of their work.

Legislation

Melbourne Trades College acknowledge its legal obligations under State and Federal equal opportunity laws that include:

- Equal Opportunity Act, 2010
http://www.austlii.edu.au/au/legis/vic/consol_act/eoa2010250/
- Sex Discrimination (Cth) Act 1984
<http://www.comlaw.gov.au/Series/C2004A02868>
- Disability Discrimination Act 1992
<http://www.comlaw.gov.au/Series/C2004A04426>
- Fair Work Act, 2009 (Cth)
<http://www.comlaw.gov.au/Details/C2010C00741>
- Racial Discrimination Act 1975
<http://www.comlaw.gov.au/Series/C2004A00274>
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
http://www.austlii.edu.au/au/legis/vic/consol_act/cohrara2006433/
- Disability Act 2006
https://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/da2006121/

Melbourne Trades College is committed to creating a diverse and inclusive culture grounded on the principles of Human Rights where the value of difference is fully embraced.

Melbourne Trades College recognises the value delivered through diversity in the workplace including its positive impact on

- broadly attracting and retaining the best people with diverse skills, experience and backgrounds to deliver high quality, innovative education and training services.
- embedding both Melbourne Trades College values of Accountability, Client Experience, Collaboration, Passion and Respect and values of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights.

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- creating a workplace armed with the culture and resources required to achieve high performance outcomes and which fosters well-being and improved employee engagement and satisfaction.
- creating a workforce that reflects the diversity of our students, parents/carer's and the communities we serve, including our industry partners, ensuring we are better placed to understand and deliver services in line with their needs; and ensuring equal opportunity and eliminating all forms of unlawful discrimination and harassment. contributing to favourable Organisational outcomes.

Melbourne Trades College is committed to taking positive action which seeks to identify, redress and eliminate any unlawful direct or indirect discrimination or harassment practices and or conduct, and which actively promotes a diverse and inclusive culture through:

- The achievement of gender and ethnic/cultural background targets for representation at the Management Team level
- Regular review and refresh (as required) of policies to ensure it drives the level of cultural change required
- Regular review of recruitment, performance management, promotion, remuneration activities to ensure these practices are undertaken in line with this policy and free from unconscious bias
- Regular review of Organisational Capability policies and procedures to ensure they continue to uphold and promote a diverse and inclusive culture and workplace
- Regular review of mandatory compliance training to ensure all employees and contractors are familiar with Melbourne Trades College and procedures and their obligations
- Enabling flexible and inclusive work practices which allow all staff to participate
- Swiftly dealing with all known breaches of this policy including taking all appropriate actions (including disciplinary action, up to and including termination of employment) to ensure continued breaches do not occur
- Adoption of innovative technology, systems and processes which aid full participation of all groups

3. Responsibilities

Management

Approve implementation plans for achievement of mandated Commonwealth and State equity outcomes and performance measures, with a specific requirement to improve outcomes for indigenous Australians and people with a disability.

Ensure that staff (permanent, temporary, casual and contracted) are adequately trained and informed of their responsibilities to provide learning environments that are responsive to and inclusive of diverse learners.

Fund arrangements for program delivery and services that account for the additional time, support and resources necessary for some priority group learners.

Definitions

Diversity: Diversity in the workplace is about our individual differences and acknowledging the unique blend of knowledge, skills and perspectives people bring to the workplace. Diversity can include characteristics such as cultural background and ethnicity, age, gender, gender identity, disability, sexual

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orientation, religious beliefs, language and education. Diversity also includes characteristics such as professional skills, working style, location, and life experiences. Diversity adds demonstrable value to our organisation's problem solving, decision-making and creativity skills.

Diversity: All of the human and social differences within a population, particularly those differences that are significant in terms of access to goods and services and participation in the workplace and the community.

Equity: The principles and practices of fairness and impartiality in ensuring that members of a community have access to and potentially equal outcomes from the opportunities provided through vocational education and training. It requires that action be taken to ensure inclusive practices that support learning for all students. It also means that resources, goods and services provided by Melbourne Trades College are free from unlawful bias and discrimination.

Reasonable Adjustment requires equal opportunity for a person with a disability. Reasonable adjustments refer to physical, environmental, administrative or procedural alterations. Reasonable adjustments may be required to enable a person with a disability to:

- Have equal opportunity to be considered for education and employment opportunity;
- Perform the requirements of the relevant course or job;
- Enjoy equal terms and conditions of enrolment or employment with other students or employees in comparable circumstances; and
- Participate in and benefit from work or study related facilities, programs or benefits on equal terms with other students and employees.

Melbourne Trades College Staff

Ensure that training delivery and services for learners and prospective learners promote inclusion and are free from unlawful discrimination.

Ensure that explicit action is taken so that learners from recognised priority population groups receive education and training which addresses individual needs and which provides opportunities for skill development and gaining of qualifications.

Ensure that they have the skills to provide a learning environment inclusive of the diversity of learners.

Process

Inclusive Practices:

Melbourne Trades College acknowledges the diverse background of its students and commits to make its practices as inclusive as possible, and not unreasonably prevent its students from accessing learning:

- a. Ensure that physical and online learning environments and activities are designed according to the principles of universal design and are accessible; and
- b. Ensure that reasonable adjustments are made to enable a student with disability to participate on the same basis as other students without disability provided the integrity and inherent academic requirements of the student's course of study is maintained.

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Recruitment and Enrolment:

Ensure that recruitment and admissions processes and policies are free from discrimination and are based on the requirement that students meet published entry criteria for a course. Make sure that access and equity issues are considered when setting course entry requirements and prerequisites.

Ensure that course design and assessment can be flexible to make reasonable adjustments.

Ensure that teaching and learning documents are non-discriminatory, using inclusive language and examples.

Learning Support:

Reasonable adjustments can be made to accommodate students needing supplementary academic and learning support.

Reasonable adjustments may include:

- a. Additional academic and learning support, including literacy and numeracy;
- b. Alternative methods of assessment where reasonable; and
- c. Extra time to complete assessments.

Ensure that assessments are designed to be fair, reliable, and consistent. Make sure that students are given details on required assessments for each subject at the beginning of each study period. Ensure that assessments for subjects delivered online are adapted to flexible delivery.

Promote Complaints Policy and Procedures to students to lodge complaints and appeal of assessment decisions.

Special consideration may apply for extenuating circumstances.