

# ACCESS, EQUITY AND ANTI- DISCRIMINATION POLICY

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# ACCESS, EQUITY AND ANTI- DISCRIMINATION POLICY

## PURPOSE

The purpose of this policy is to outline Focus Language School commitment to access, equity and anti-discrimination principles.

## OVERVIEW

Focus Language School is committed to ensuring that:

1. Access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all students, prospective students and other clients.
2. No person is discriminated against, harassed or treated unfairly in their dealings with Focus Language School.
3. Each student has access to the level of support required to enable them to reach their full potential without it causing unjustifiable hardship to the organisation.
4. It complies with relevant Equal Opportunity legislation and Discrimination Acts.

## SCOPE

This policy applies to the Focus Language School liaison with all students, prospective students, employers, prospective employers and staff.

## OWNER

Chief Operating Officer (COO)

## POLICY

### DIVERSITY

1. Focus Language School recognises and values the individual differences of its students and the community and recognises that students come into its programs with a wealth of personal knowledge and life experiences.
2. Focus Language School recognises that diversity is an opportunity to enrich and extend opportunities for all, by creating an inclusive environment for all people regardless of their background. This is ensured by:
  - providing a welcoming and supportive training community
  - offering flexibility in the way in which training and assessment is provided
  - providing reasonable adjustments to training and assessment activities
  - having transparent student and staff recruitment and selection procedures
  - determining the needs of all individuals upon engagement with the organisation
  - providing students, staff and clients access to a range of support services.

### DISCRIMINATION

In accordance with legislation, no person or organisation will be treated unfairly or discriminated against, on the basis of age, color, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.



## HARASSMENT

Focus Language School is committed to providing all people with an environment free from all forms of harassment. Focus Language School will not tolerate any behavior that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

## FAIRNESS

1. The principles and practices adopted by Focus Language School aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with Focus Language School.
2. Focus Language School aims to provide open, fair, clear and transparent policies and procedures for use by staff and students.
3. Focus Language School has fair and equitable processes for selecting students for enrolment into its courses. Decisions about student selection are based on clearly defined entry requirements. Students will be selected on merits, based on the course's publicized criteria. Entry requirements as well as application and enrolment procedures are published in Focus Language School's marketing materials, course guides and on the Focus Language School website.
4. All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

## EXCLUSION FROM SERVICES

A person may not be permitted to access our services if:

1. they have a criminal history that impacts on the requirements of the course or vocation of the area being studied
2. the student requires delivery in a language other than that being offered by Focus Language School in accordance with the related Training Package
3. the student requires special services or facilities and provision of such would cause unjustifiable hardship to the organisation.

## EQUITY IN ACCESS

Focus Language School provides equity in access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

Focus Language School provides equitable access to training and education services by:

- offering culturally appropriate training and assessment resources that are relevant to student needs and circumstances
- referring students to support and counseling services where needed
- offering a range of course
- assisting students to arrange additional services if required such as interpreters or trained note takers
- providing face-to-face on campus courses
- encouraging students to be involved in their own feedback and decision-making processes to ensure realistic training goals and progress.



## SUPPORT SERVICES

Support services will be provided to all students who require them.

## VERSION CONTROL TABLE

*The following table is NOT a part of the policy and can be updated from time to time without affecting the version of the document.*

Related Documents			Version Control		
BULLYING AND CYBERBULLYING			V1.0; June 2020		
Teamwork PM Task List					
Task#	Task Name	Task List	Project	Frequency	Task Description
Document Location					

