

3. Access and equity

1.0 Purpose:

- 1.1 The Institute is committed to providing all students with equal opportunity to pursue their training and development. This policy and procedure is to be used by the Institute to integrate access and equity principles into all training and assessment activities it conducts or is conducted on its behalf.
- 1.2 This policy covers all Institute policies and procedures and all training function activities.

2.0 Responsibility

- 2.1 The Institute's Training Manager will be person responsible for the implementation and maintenance of the policy and to ensure that the staff are aware of its application and procedures.

3.0 Definitions:

3.1 **Access and Equity** principles include:

- Equity for all people through the fair and appropriate allocation of resources
- Equality of opportunity for all people without discrimination
- Access for all people to appropriate quality training and assessment services
- Increased opportunity for people to participate in training

3.2 **Disadvantaged groups** include the following groups who traditionally have been under-represented in Vocational Education and Training (VET):

- People with a disability
- Aboriginals and Torres Strait Islanders
- Women
- People from non-English speaking backgrounds
- People in rural and remote areas
- Long term unemployed

3.3 **Discrimination** can be direct, indirect or systemic.

- **Direct discrimination**

Direct discrimination is any action, which specifically excludes a person or group of people from a benefit or opportunity, or significantly reduces their chances of obtaining it, because their status or personal characteristics, irrelevant to the situation (eg. sex, ethnic origin) are applied as a barrier. Direct discrimination has as a focus assumed differences between people.

- **Indirect discrimination**

Indirect discrimination is the outcome of rules, practices and decisions which treat people equally and therefore appear to be neutral; but which, in fact, perpetuate an initially unequal situation and therefore significantly reduce a person's chances of obtaining or retaining a benefit or opportunity. Rules, practices and decisions are applied to all groups alike but it is the very assumption of a likeness that constitutes the discrimination.

- **Systemic discrimination**

A system of discrimination perpetuated by rules, practices and decisions which are realised in actions that are discriminatory and disadvantage a group of people because of their status or characteristics and serve to advantage others of different status or characteristics. Direct and indirect discrimination contribute to systemic discrimination.

3.4 **Equity** focuses on outcomes. Equity is not concerned with treating people in the same way, it is concerned with ensuring that all groups of people participate and benefit to the same level.

Relevant legislations include:

- Commonwealth Racial Discrimination Act 1975

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- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Hatred Act 1995
- Victorian Equal Opportunity Act 1995

- 3.5 **Sexual harassment** is defined by the Victorian Equal Opportunity Act 1995 and the Commonwealth Sexual Discrimination Act 1984 as when a person:
- makes an unwelcome sexual advance or an unwelcome request for sexual favours;
 - engages in unwelcome conduct of a sexual nature, and a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated.

4.0 **Policy:**

- 4.1 The aim of the policy is to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that are free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.
- 4.2 All students will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.
- 4.3 A person with a disability may be excluded under this policy if the disability could cause occupational health and safety risks to the person and/or other students.
- 4.4 All trainers/assessors are responsible to observe and be advocates for the policy.
- 4.5 This policy will be widely disseminated in the Hospitality Industry.
- 4.6 The Institute's policies and procedures will be monitored and reviewed to ensure that they recognise and incorporate the rights of individuals.

5.0 **Procedure:**

- 5.1 The policy will be included in information provided to employers, trainers/assessors and students.
- 5.2 The Institute's procedures relating to training and assessment activities will focus on objective criteria based on merit.
- 5.3 Any person with a complaint will be directed to use the Institute's Complaints and Appeals Policy and Procedures.
- 5.4 The Institute's Training Manager will be person responsible for the implementation and maintenance of the policy and to ensure that the staff are aware of its application and procedures.

6.0 **Review History:**

This policy will be reviewed yearly from date of authorisation.

Revision	Date	Description of modifications
1	June 2008	Original
2		
3		
4		
5		