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|  | QIBA Access and Equity Policy | | | |
| | Policy Scope: | This Policy applies to all staff and contractors engaged by QIBA, students, prospective students and host employers. | | |
| | Accountability: | Compliance and Risk Manager | | |
| | Last Date of Review: | 28.10.2021 | Reviewed: | Annually |
| | QIBA Pty Ltd ABN: 35 071 667 108 RTO: 5304 CRICOS Provider No: 01515J | | | |

1. Purpose

The purpose of this policy is to outline QIBA's commitment to access, equity and anti-discrimination principles.

2. Overview

Access is the ability of a student to enrol in a course; equity is the consistency and fairness of treatment once they are inside a course. QIBA is committed to ensuring that:

- access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all staff, students, prospective students and other clients or partners.
- no person is discriminated against, harassed or treated unfairly in their dealings with QIBA.
- each student has access to the level of support required to enable them to reach their full potential without causing unjustifiable hardship to the organisation.
- it complies with relevant Equal Opportunity legislation and Discrimination Acts.

3. Scope

This policy applies to QIBA's liaison with all students, prospective students, employers, prospective employers, host workplaces, and staff.

4. Policy

Diversity

QIBA 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.

QIBA 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 learning community

- 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 and Harassment

- In accordance with legislation, no person or organisation will be treated unfairly or discriminated against, on the basis of age, colour, 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.
- QIBA is committed to providing all people with an environment free from all forms of harassment. QIBA will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

Fairness

- The principles and practices adopted by QIBA aim to ensure, that current and prospective students, clients, staff and other stakeholders are treated fairly and equitably in their dealings with QIBA.
- QIBA aims to provide open, fair, clear and transparent policies and procedures for use by staff and students.
- QIBA has fair and equitable processes for selecting students for enrolment into its courses. Decisions about student selection are based on clearly defined entry requirements. Entry requirements as well as application and enrolment procedures are published in QIBA's marketing materials, course guides and on the QIBA website.
- 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:

- they have a criminal history that impacts on the requirements of the course or vocation of the area being studied
- the student requires delivery in a language other than that being offered by QIBA.
- The student requires special services or facilities and provision of such would cause unjustifiable hardship to the organisation.

Equity in access

QIBA 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 learning outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

QIBA provides equitable access to training and education services by:

- a. offering culturally appropriate training and assessment resources that are relevant to student needs and circumstances
- b. referring students to support and counselling services where needed
- c. offering a wide range of course and learning options
- d. assisting students to arrange additional services if required such as interpreters or trained note takers
- e. encouraging students to be involved in their own feedback and decision-making processes to ensure realistic learning goals and progress.

Support services

Support services will be provided to all students who require them. In QIBA, the Student Support Officers will refer students who require support to an appropriate entity to provide that support.

Version Control and Change History

| Version Control | Date Effective | Approved By | Amendments Made |
|-----------------|----------------|-----------------------------|--|
| V2.7 | 28.10.2021 | Compliance and Risk Manager | Minimal wording changes / converted from PY policy to companywide policy |
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