

# Access, Equity and Equal Educational Opportunity

## 1. Policy

- 1.1 MIBT promotes a workplace and learning environment that is culturally diverse and supports the self-esteem and personal development of staff and students to enable each person to achieve their full potential.
- 1.2 The College is committed to equal opportunity in employment and education and to promoting an environment in which harassment and discrimination does not occur.
- 1.3 Equal opportunity means all people are treated fairly and on merit, and are not discriminated against on the basis of attributes, real or imputed, that are not relevant to a policy, practice or decision. It also means that all staff and students are provided with equal access to the resources and services available to support them in their pursuit of their goals. The College recognizes that all staff and students and members of its public should be treated fairly and with respect at all times.
- 1.4 Diversity means the different attributes that a person brings to their employment or studies and includes such factors as:
  - Cultural identity
  - Language
  - Ways of learning
  - Work experience
  - Values and beliefs
  - Religion
  - Income
  - Family
  - Geographic background
  - Age
- 1.5 The College aims to:
  - 1.5.1. Foster a culture that values and responds to the rich diversity of its staff and students.
  - 1.5.2. Provide an environment free from sexual harassment, harassment, discrimination, victimization and vilification.
  - 1.5.3. Promote equal employment and education opportunities for all students and staff.
  - 1.5.4. Encourage and reflect cultural, ethnic and gender diversity in its teaching, administrative and student support services.
- 1.6 This policy applies to all members of the College and its visitors.
- 1.7 All staff and students of the College have an obligation to ensure that they cooperate in the maintenance of an environment free of sexual harassment, harassment, discrimination, victimization and vilification and that proper standards of behaviour are observed.
- 1.8 A copy of this policy will be provided to all new staff and students. A printed copy of this policy will be maintained at all times and will be available to all staff and students for viewing. Furthermore, a copy of this policy will be maintained on the student portal and MIBT website.

- 1.9 Equal educational opportunity at MIBT is governed by:
- *Racial Discrimination Act 1975 (Commonwealth)*
  - *Sex Discrimination Act 1984 (Commonwealth)*
  - *Disability Discrimination Act 1992 (Commonwealth)*
  - *Human Rights and Equal Opportunity Act 1994 (Commonwealth)*
  - *Workplace Relations Act 1996 (Commonwealth)*
  - *Equal Employment Opportunity for Women in the Workplace Act 1999 (Commonwealth)*
  - *Age Discrimination Act 2004 (Commonwealth)*
  - *Equal Opportunity Act 1995 (Victoria)*
  - *Racial and Religious Tolerance Act 2001 (Victoria)*

## **2. General Implementation**

- 2.1 **Students.** MIBT has in place a *Grievance Procedures Relating to Academic Matters* policy. Any student who feels he or she has suffered discrimination or harassment of any kind, or feels they have not been treated fairly has access to the procedures for dispute resolution under this policy.
- 2.2 **Staff.** MIBT has in place a *Grievance Procedures Relating to Non-Academic Matters* policy. Any staff member of MIBT who feels he or she has suffered discrimination or harassment of any kind, or feels they have not been treated fairly has access to the procedures for dispute resolution under this policy.
- 2.3 **Visitors.** Any visitor to MIBT who feels he or she has suffered discrimination or harassment of any kind, or feels they have not been treated fairly may contact the College Director/Principal.

## **3. Procedures for Observance of Non-Gazetted Religious Holidays**

- 3.1 MIBT acts in accordance with its *Access, Equity and Equal Educational Opportunity Policy* and the laws governing it.
- 3.2 The College is required by law to observe Australian and Victorian gazetted religious holidays.
- 3.3 The College has students from many different countries who observe diverse religious practices. Consequently, the College is unable to take into account the various religious activities that its students might engage in when determining dates and times for classes and/or assessment tasks.
- 3.4 If a student is an adherent of a particular religion and finds that a particular assessment (due) date conflicts with a special religious observance, then the student may apply for special consideration.
- 3.5 If a student applies for special consideration on the grounds of a religious observance, the supporting documentation must include a statement from a religious leader to the effect that the student is required to undertake the religious observance.

## **4. Procedures for Students with Disabilities**

- 4.1 MIBT acts in accordance with its *Access, Equity and Equal Educational Opportunity Policy* and the laws governing it.
- 4.2 Students who wish to notify MIBT that they have a pre-existing disability have an opportunity to indicate the fact when they first enrol.
- 4.3 Students who develop a disability while a student of MIBT and wish to notify MIBT of that disability should make an appointment with one of the student support staff.

- 4.4 Students who believe the extent of their disability is such that it will affect their ability to undertake their studies without the use of additional resources should, in the first instance, discuss their situation with one of the student support staff.
- 4.5 The discussion with student support staff will result in one of two possible outcomes:
- 4.5.1. An agreement as to what additional resources are required to support the student while at MIBT, or
- 4.5.2. A referral to Deakin Student Life for assessment and report as to what additional resources are required to support the student while at MIBT. The report will provide the basis of an agreement.
- 4.6 The Deputy Academic Director will be responsible for ensuring that the agreement is put in place.

<b>Policy Title</b>	Access, Equity and Equal Educational Opportunity	
<b>Policy Owners</b>	College Director/Principal	
<b>Contact Persons</b>	Dr John Duncan	
<b>Key Stakeholders</b>	All students, visitors and staff of MIBT	
<b>Approval Body</b>	[Approval Body]	<b>Agenda item and meeting date approved</b> [Agenda item and meeting date approved]
<b>Relevant Legislation</b>	Racial Discrimination Act 1975 (Clth); Sex Discrimination Act 1984 (Clth); Disability Discrimination Act 1992 (Clth) ; Human Rights and Equal Opportunity Act 1994 (Clth); Workplace Relations Act 1996 (Clth); Equal Employment Opportunity for Women in the Workplace Act 1999 (Clth); Age Discrimination Act 2004 (Clth); Equal Opportunity Act 1995 (Vic); Racial and Religious Tolerance Act 2001 (Vic)	
<b>Related Policies</b>	Student Code of Conduct	
<b>Related Guidelines</b>	[Related Guidelines]	
<b>File information</b>	<b>File number</b> [File Number]	<b>Version number</b> V1.9 - 4/10/2010
<b>Date Effective</b>	[Date Effective]	<b>Next Review Date</b> 30/06/2011