

GENERAL POLICY - ACCESS AND EQUITY

<p>1. Policy Statement</p>	<p>SAE Institute Pty Ltd trading as SAE embraces the concept and beliefs of equity and strives to ensure that its decision-making processes reflect a commitment to access and equity and treats all staff, students or prospective students fairly.</p> <p>SAE acknowledges that this is dependent on non-discriminatory access to services and comparable education and training outcomes by all groups in society. By providing accessible and equitable educational programs, employment and services, SAE students and staff will be able to develop knowledge and skills to enhance life and work opportunities.</p>
<p>2. Purpose</p>	<p>To provide guidelines for providing opportunities for all people, regardless of their background. SAE Institute Pty Ltd supports government policy initiatives and provides access opportunities whenever possible or alternatively seeks assistance for participants from the relevant agency or department.</p>
<p>3. Scope</p>	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enrol with SAE.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p>
<p>4. Associated Policies and Procedures</p>	<p>This policy should be read in conjunction with the following policies and procedures;</p>
<p>5. Associated Documents</p>	<p>This policy should be read in conjunction with the following documentation;</p>
<p>6. Policy</p>	<p>SAE delivers nationally accredited education and training programs and in doing so accepts its responsibility to deliver these in a fair and equitable manner.</p> <p>SAE shall ensure:</p> <ul style="list-style-type: none"> • All staff and students shall be made aware of this position at orientation; • Incorporation of non-discriminatory employee and student selection processes that encourage access for all; • Access and equity statutes are considered when developing new products, policies, practices, systems and procedures; • If required, appropriate counselling and training shall be provided to employees who are required to provide services to under-represented groups; • Policies and procedures are in place, which support the principles of access and equity; • An ongoing commitment is maintained to eliminate access and equity barriers identified within the organisation's processes, practices and business decisions; • Liaising with disability support groups to ensure that special needs can be catered for in areas where SAE has no or limited knowledge or experience; • Providing support with tutorial assistance for any participant who is encountering learning difficulties; • Reviewing our access and equity policy and procedures to ensure they are: <ul style="list-style-type: none"> - Meeting legislative requirements - Satisfying individual student needs - Enabling participant outcomes to be met - Addressing community needs; <p>• In addition to formal reviews, policies will be checked whenever there are changes in legislation to ensure that they comply with current provisions.</p>

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LEGISLATIVE OBLIGATIONS

This policy acknowledges SAE's legal obligations in relation to Access and Equity under relevant legislation, to ensure that SAE working and teaching practices are fair and equitable, and the working and learning environment is non-discriminatory.

Relevant Legislation

Racial Discrimination Act 1975

<http://www.comlaw.gov.au/Details/C2009C00388>

The Racial Discrimination Act promotes equality before the law for all persons, regardless of their race, colour or national or ethnic origin, and makes discrimination against people on the basis of their race, colour, descent or national or ethnic origin unlawful.

Sex Discrimination Act 1984

<http://www.comlaw.gov.au/Details/C2010C00056>

The Sex Discrimination Act promotes equality between men and women and eliminates discrimination on the basis of sex, marital status or pregnancy and, with respect to dismissals, family responsibilities. The Act also eliminates sexual harassment at work, in educational institutions, in the provision of goods and services, in the provision of accommodation and the delivery of Commonwealth programs.

Disability Discrimination Act 1992

<http://www.comlaw.gov.au/Details/C2010C00023>

The Disability Discrimination Act eliminates discrimination against people with disabilities, promotes community acceptance of the principle that people with disabilities have the same fundamental rights as all members of the community, and ensures as far as practicable that people with disabilities have the same rights to equality before the law as other people in the community.

Higher Education Support Act 2003

<http://www.comlaw.gov.au/Details/C2011C00069>

The Higher Education Support Act requires that all students, or those seeking to enrol, are treated fairly.

7. Records

13 July	2007 policy implemented (approved Governing Council)
9 September	2009 policy amendment (approved by the chair, Governing Council)
4 September	2010 policy approved (CEO and Managing Director)
28 February	2011 policy approved (CEO and Managing Director)
1 July	2013 Policy to be reviewed

Authorising Officer : Prof. Z. Klich
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