

Diversity, Access and Equity Policy and Procedure

Purpose

To ensure that Australasian Centre for Work Education Pty Ltd (ACWE) promotes and maintains an inclusive and culturally safe learning environment that supports the diverse backgrounds of all VET students, including First Nations peoples, in accordance with applicable access and equity legislation.

Scope

This policy applies to all students, staff, contractors, and stakeholders involved with ACWE's training and assessment services.

Policy Statement

ACWE is committed to providing equitable access to training and assessment, fostering inclusive learning environments, promoting cultural safety for First Nations students, and preventing and addressing discrimination, harassment, and victimisation. ACWE strives to ensure every learner has the opportunity to succeed, regardless of cultural background, ability, gender, sexuality, age, religion, or socio-economic status.

Legislative Context

This policy complies with the following legislation:

- Human Rights and Equal Opportunity Act 1986
- Anti-Discrimination Act 1977
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Age Discrimination Act 2004

Procedures

Inclusive Recruitment and Enrolment

- Use bias free enrolment and admission processes
- Provide clear, accessible course information to all prospective students
- Ensure marketing materials reflect diverse representation

Inclusive Learning Environment

- Train staff annually in inclusive education, unconscious bias, and cultural awareness
- Adapt learning and assessment methods to suit student needs
- Embed diversity in learning materials and classroom practices
- Implement reasonable adjustments to support students with disability, neurodiversity, or other specific learning needs

Cultural Safety for First Nations Students

- Engage First Nations communities and Elders in decision making and curriculum feedback
- Offer flexibility for cultural obligations
- Provide access to culturally competent support staff or mentors

Preventing Discrimination, Harassment, and Abuse

- Maintain a zero-tolerance stance on all forms of discrimination and harassment
- Provide clear reporting pathways and prompt resolution processes
- Protect the confidentiality and wellbeing of all involved parties
- Ensure all staff and students are aware of their rights and responsibilities

Staff Capability and Development

- Encourage reflective practice and awareness of unconscious bias
- Provide opportunities for staff to engage with local communities and diversity experts

Monitoring and Continuous Improvement

- Conduct regular reviews of policies, procedures, and the learning environment
- Collect student feedback through surveys
- Use feedback to refine practices and inform staff development

Responsibilities

Role	Responsibility
CEO / Director	Ensure strategic oversight and policy implementation.
Trainers & Assessors	Deliver inclusive, culturally respectful education.
Student Support Officers	Provide guidance, support, and respond to access or equity concerns.
All Staff	Actively uphold access, equity, and cultural safety principles.
Students	Engage respectfully with others and report any concerns.

Review and Evaluation

This policy is reviewed annually by the Compliance Manager and approved by the CEO to ensure it remains current and effective.