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ACCESS AND EQUITY POLICY

PURPOSE: This policy seeks to create a training and education environment free from all forms of discrimination and harassment, including sexual harassment, and which enables all candidates to understand the education program in which they are enrolled/wishing to enrol to their full potential.

SCOPE Access and equity covers three broad areas: Discrimination, Harassment and Affirmative Action. Each of these areas is supported by legislation at the State or Federal level; this includes but is not limited to the following:

Federal Legislation:

- Age Discrimination Act 2004 (Cth);
- Australian Human Rights Commission Act 1986) (Cth);
- Disability Discrimination Act 1992 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Work Place Gender Equality Act 2012 (Cth); and
- Fair Work Act 2009 (Cth).

State Legislation:

- South Australia Equal Opportunity Act 1984;
- Disability Standards for Education 2005

RESPONSIBILITIES: CEO, Trainers/Assessors, Administration officers,

REFERENCES: Standards for Registered Training Organisations 2025

RECORDS AND FORMS:

- Learning and Support Plan including Suitability & Support Needs Assessment
- Assessment Appeal Form
- Learner Information Handbook
- Staff Induction Materials
- IIFP Staff Policies and Procedures
- Staff Code of Conduct
- IIFP Complaints and Appeals Policy
- IIFP Complaints and Appeals Form

OUR COMMITMENT

IIFP is an equal opportunity employer and is committed to developing policies and practices that eliminate discrimination and harassment in the workplace and also its education, training and development programs, and in the provision of its services. IIFP has a legal responsibility to ensure that all reasonable steps have been taken to prevent discrimination and harassment from occurring in the workplace and training environment.

IIFP is committed to providing a fair and equitable learning and working environment for all Candidates and IIFP Personnel. In offering education program(s) as part of IIFP's Registered Training Organisation (RTO) status we aim to provide learning programs and pathways where program design, course content, training facilities and all aspects of the training and assessment process are available in a way that allows equality of educational opportunity to all Candidates.

Procedures

Equal opportunity and access and equity requirements apply to IIFP Personnel and Candidates who are enrolled in any education program offered by the IIFP. Each Candidate has the right to be treated fairly and to conduct their training in an environment that is free from harassment and/or discrimination.

IIFP Personnel have a responsibility to support and promote the principles of equality. IIFP Personnel and Candidates must respect the rights of others and to treat colleagues and Candidates fairly.

It is unlawful to harass or otherwise victimise another Candidate because he or she has lodged a complaint of harassment or victimisation or because he or she has assisted in the investigation of such a complaint.

IIFP is committed to working in compliance with State and Commonwealth laws governing anti-discrimination and equal opportunity. This policy is intended to guide the equitable access to educational programs offered under the RTO to such groups including but not limited to:

- People from culturally diverse backgrounds;
- Indigenous Australians;
- Unemployed individuals;
- People living with disabilities;
- People from rural and remote areas; and
- Members of disadvantaged groups

IIFP puts its commitment to access and equity into practice by:

- Identifying and removing any barriers to access and participation;
- Ensuring all products and services offered under the RTO are free from limitation to users based on age, gender, physical, mental, social or other protected characteristics;
- Ensuring all Candidates and prospective Candidates are informed that IIFP will accommodate their learning needs;
- Implementing reasonable adjustments as necessary to ensure delivery and assessment of all programs meet individual Candidate needs;
- Ensuring all practices are free from discrimination;
- Where possible delivering education, training and assessment programs and services that are relevant, accessible, fair and inclusive; and

All Candidates are provided with information about access and equity issues, IIFPs Complaint and Appeals information and Complaint and Appeals Form in the Learner Information Handbook

Access and equity principles are communicated to candidates using the following methods:

- Learner Information Handbook
- IIFP website

Access and equity principles are communicated to IIFP Personnel through the following methods:

- Staff Induction
- Access to organisational policies and procedures

Making a Complaint

All Candidates have the right to object to discrimination and harassment in any form, and to complain when such discrimination takes place. For full information on the complaint or grievance process please refer to the IIFP Complaints and Appeals Policy.

APPROVAL, REVIEW & VALIDATION

This policy was last reviewed by the CEO and Team members in February 2025.

This policy has been approved by Independent Institute (IIFP).

Stephan Knoll

Chief Executive Officer