



ANMF (VIC BRANCH) EDUCATION CENTRE

ANMF House
540 Elizabeth Street
Melbourne Victoria 3000

Box 12600 A'Beckett Street PO
Melbourne Victoria 8006

www.anmfvic.asn.au
t 03 9275 9363
f 03 9275 9385
e education@anmfvic.asn.au
ACN 169 548 707

POLICY DOCUMENT

Access, Equity and Anti-Discrimination

Purpose:

ANMF (Vic Branch) Education Centre is committed to ensuring that:

- Access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all students, prospective students and other clients.
- No person is discriminated against, harassed or treated unfairly in their dealings with ANMF (Vic Branch) Education Centre.
- Each student has access to the level of support required to enable them to reach their full potential without it causing unjustifiable hardship to the organisation.
- The organisation complies with relevant equal opportunity and discrimination legislation.
- This policy applies to the ANMF (Vic Branch) Education Centre's communication and relationship with all students, prospective students, employers, prospective employers, host workplaces, and staff.

Diversity

- 1 ANMF (Vic Branch) Education Centre 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.
- 2 ANMF (Vic Branch) Education Centre promotes an inclusive training environment and recognises that diversity is an opportunity to enrich and extend opportunities for all.
- 3 ANMF (Vic Branch) Education Centre creates an inclusive environment for all people regardless of their background by:
 - a) Providing a welcoming and supportive training community.
 - b) Offering flexibility in training and assessment.
 - c) Providing reasonable adjustments to training and assessment activities.
 - d) Having open recruitment and selection procedures.
 - e) Determining the needs of all individuals upon engagement with the organisation.
 - f) Providing students and clients with access to a range of support services.

Discrimination

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.

Harassment

ANMF (Vic Branch) Education Centre is committed to providing all people with an environment free from all forms of harassment. ANMF (Vic Branch) Education Centre will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

Fairness

- The principles and practices adopted by ANMF (Vic Branch) Education Centre aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with ANMF (Vic Branch) Education Centre.
- ANMF (Vic Branch) Education Centre aims to provide open, fair, clear and transparent policies and procedures for use by staff and students.
- ANMF (Vic Branch) Education Centre has fair and equitable processes for selecting students for enrolment into its courses. Decisions about student selection are based on clearly defined entry requirements. Students will be selected on merit, based on the course's publicised criteria. Entry requirements as well as application and enrolment procedures are published in ANMF (Vic Branch) Education Centre's marketing materials such as course guides and the organisation's 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 access to training services if:

- a) They have a criminal history which impacts on the requirements of the course or vocation of the area being studied.
- b) The student requires delivery in a language other than that being offered by ANMF (Vic Branch) Education Centre in accordance with the related Training Package.
- c) The student requires special services or facilities and provision of such would cause unjustifiable hardship to the organisation.

Equity in Access

ANMF (Vic Branch) Education Centre 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 training outcomes. All students are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

ANMF (Vic Branch) Education Centre provides equitable access to training and education services by:

- a) Where appropriate, offering culturally appropriate teaching resources that are relevant to participant needs and circumstances.
- b) Referring students to support and counselling services where needed.
- c) Offering a wide range of course and learning options.
- d) Where appropriate, assisting students to arrange additional services if required such as interpreters or trained note takers.
- e) Providing opportunities for self-paced and flexibly delivered options for additional study as required.
- f) Encouraging participants to be involved in their own feedback and decision making processes regarding realistic goals and progress.

Support Services

General learning support is available to assist students with any aspect of learning and assessment and includes assistance for students from non-English speaking backgrounds. Where the required support is beyond the scope of ANMF (Vic Branch) Education Centre, students will be provided with the contact details of relevant external agencies.

NB: Any costs incurred as a result of consulting with an external agency will be met by the student.