



ACCESS AND EQUITY POLICY AND PROCEDURES

Policy Statement	<p>Kent Institute Australia (Kent) is committed to providing a fair and equitable learning and working environment for all Kent students and staff.</p> <p>In fulfilling this commitment and its legal obligations, Kent takes all necessary steps to create a safe, fair, equitable and inclusive learning and work environment. Kent also takes a positive role in informing and educating students and staff of their rights and responsibilities in fostering a learning community that values equality. Kent does not tolerate unlawful discrimination, harassment or victimisation in any form.</p>
Responsibility for Implementation	<p>Chief Executive Officer (CEO), Executive Managers, Executive Deans, Associate Deans, Unit Managers.</p>
Compliance and Monitoring	<p>CEO, Executive Manager Governance, Risk & Compliance, Governing Board.</p>

Purpose

The purpose of this policy is to outline Kent's commitment to access and equity for all Kent students and staff.

Scope

All Kent students, staff, Kent Governing Board and other governance committees.

Aim

This policy aims to provide a study and work environment for students and staff that fosters fairness, equity, and respect for social and cultural diversity that is free from unlawful discrimination, harassment and vilification in accordance with Commonwealth and State legislation (see the Appendix for grounds of discrimination).

1.0 Commitment to Equity

- 1.1 Kent is committed to providing an environment that upholds the principles of social justice, equity, diversity and social inclusion. Kent strives to build a vibrant community which respects the inherent dignity of the individual and values the unique knowledge, skills, abilities, life skills and competencies that each person can contribute to the learning and workplace culture.
- 1.2 As an educator and employer, Kent affirms its commitment to a comprehensive policy of equal opportunity in regard to education and employment in which individuals are selected for study or employment solely on the basis of their relevant merits and abilities.
- 1.3 As an equal opportunity employer, Kent ensures that all recruitment, selection, promotion and training opportunities are made on the basis of merit and that decisions are made without reference to unrelated personal characteristics such as sex, race, ethnic background, marital status, age, sexual preference, religion or disability.

2.0 Access and Equity in Practice

- 2.1 In fulfilling its commitment to access and equity Kent will:
- Foster a culture which values and responds to the rich diversity of its staff and students
 - Provide equal opportunity by removing barriers to participation and progression in employment and education so that all staff and students have the opportunity to fully contribute to Kent life
 - Promote clear and accountable educational and management policies and practices to engender trust between managers, staff and students
 - Enhance the quality of students' learning through the provision of culturally, socially and gender inclusive education in areas such as curricula, teaching methods, assessment and review provisions, written and audiovisual material and support services
 - Ensure that its staff and students are aware of their rights and responsibilities
 - Ensure all education and training services offered are free from limitation to users based on age, gender, physical, mental, social or other protected characteristics
 - Ensure all students and prospective students are informed that Kent will accommodate their learning needs
 - Implement reasonable adjustments as necessary to ensure delivery and assessment of all courses to meet individual student needs
 - Ensure all practices are free from discrimination
 - Deliver education, training and assessment programs and services that are relevant, accessible, fair and inclusive
 - Ensure all students are provided with information about access and equity issues and the Kent Complaints and Appeals Policy & Procedures (Kent Website [MyKent Student Link](#)> *Student Policies and Forms* > *POLICY – Complaints and Appeals Policy & Procedures – Student Login required*).
- 2.2 Access and equity principles are communicated to students and prospective students and staff by the following means:
- Kent Student Handbook
 - Kent Staff Handbook
 - Kent Website
 - Staff induction program
 - Student Orientation program
 - Professional development activities
 - Workshop presentations offered from time to time for both Kent staff and students, including both Kent staff as presenters and invited speakers.
 - Access to Kent policies and procedures:
Kent has policies and procedures in place to address staff and students in a fair and equitable manner with all academic and non-academic matters and provide equal benefits and opportunities. These include Privacy Policy, Complaints and Appeals Policy & Procedures, Student Selection and Admission Policy & Procedures, Course Credit and Articulation Policy & Procedures, Sexual Misconduct Prevention and Response Policy & Procedures. For a comprehensive list refer to the following links:
Students: Kent Website [MyKent Student Link](#)
Staff: Kent Website [MyKent Staff Link](#)
Public: Kent Website [MyKent Public Link](#)> *POLICY – Name of Policy – Public Login 'public@kent.edu.au' and enter Password 'AccessKent!'*

3.0 Staff Commitment to Access and Equity

Kent personnel will observe the organisation wide commitment to access and equity by ensuring:

- Information and policies relating to access and equity are readily available to all Kent staff
- Kent staff are aware and informed of equal opportunity guidelines and dispute resolution processes and procedures
- All Kent staff and students interact with other members of the Kent community, current and prospective students and other stakeholders in a courteous, professional and non-discriminatory way

4.0 Making a Complaint

All students and staff have the right to report discrimination and harassment in any form, and to lodge a formal complaint when such behaviors are observed. For full information on the complaint or grievance process please refer to the Kent Complaints and Appeals Policy & Procedures (Kent Website [MyKent Student Link](#)> *Student Policies and Forms > POLICY – Complaints and Appeals Policy & Procedures – Student Login required*).

Document Title: Access and Equity Policy	
Date Compiled: 26 th June 2015	By: Executive Manager Risk & Compliance
Due Date for Review: July, 2020	Website Access Permission: Public
Date Updated: 3 rd February, 2017 –no version control change 13 th July, 2018 – no version control change 4 th September, 2019 12 th June 2020 – no version control change 5 th July 2022	Reviewed By: General Manager Campus Operations/Campus Director Executive Manager Finance & Admin Executive Manager Finance & Admin Executive Manager Risk & Compliance/Governing Board Secretary Executive Manager Governance, Risk and Compliance
Version Control Update (Current): Version 1 – 26 th June 2015 Version 2 – 4 th September, 2019 Version 3 – 5 th July 2022	Approved By: Governing Board Meeting Date: Written Resolution of Directors dated 10 th July, 2015 CEO – 13 th July, 2018 Executive Chair – 4 th September, 2019 Managing Director/CEO – 18 th June, 2020 Governing Board – 20 th July 2022
AMENDMENTS: 03/02/2017 – 12 month review - Minor word amendments – no version control change. 13/07/2018 – 12 month review - Update Kent position titles – no version control change. 04/09/2019 – 12 month review – Update Kent Business Management System (BMS) Kent Website Hyperlinks and addition of detail regarding access to Kent Policies & Procedures and Legislative documents (Appendix). 12/06/2020 – 12-month review. Update Kent position titles and Appendix with Acts and relevant year – no version control change. 05/07/2022 – Update to reflect current organizational titles. Version update for currency.	

APPENDIX 1

Federal and State Legislation includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Equal Opportunity Act 2010 (VIC)
- Anti-Discrimination Act 1977 (NSW)
- Workplace Gender Equality Act 2012
- Sex Discrimination Amendment (Sexual Orientation, Gender Identity and Intersex Status) Act 2013.

Grounds of discrimination are:

- Race
- Sex
- Marital, domestic or relationship status
- Pregnancy or potential pregnancy
- Breastfeeding
- Homosexuality or other sexual orientation
- Gender identity (including transgender and gender diverse)
- Intersex status
- Age
- Disability
- Carer or family responsibilities
- Association with someone who has one of these characteristics

OR the person has experienced:

- Sexual harassment
- Vilification
- Victimisation

1. It is also unlawful to terminate employment on any of the grounds listed above, and also on the grounds of temporary absence from work because of injury or illness, membership or non-membership of a union, participation in union activities, and absence from work during maternity or other parental leave.
2. Grounds of unlawful vilification are:
 - HIV/AIDS
 - Homosexuality
 - Race
 - Transgender (transsexuality)