

<b>Responsible officer</b>	<b>Head of Studies</b> CEO
<b>Compliance</b>	<b>Policy adheres to compliance with RTO standards 2015 clauses 4.1, 5.1,5.2,5.3</b>
	<b>Smart and Skilled Contract Terms &amp; conditions 2018- Section 7- Provider general obligations Smart and Skilled Operating guidelines 2018- Section 2 – Access to Training, Section 6 -Notification of Enrolment process</b>

### 1. Scope

This policy has been developed to inform prospective students about the 'pre' and post enrolment services. This policy applies to all prospective students, staff and Trainers & Assessors.

### 2. Purpose

This Policy ensures that all the training services delivered by ATI for prospective and existing students with a fair, equitable manner and inclusive of their needs which ATI has capacity to provide. ATI has zero tolerance to discrimination and believes it is unlawful to discriminate on the basis various characteristics. This includes but not limited to age, disability, race including national origin, ethnic origin, religion, marital status, sex, pregnancy, marital or relationship status, family responsibilities or breast feeding, sexual orientation, gender identity or intersex status, political belief, parental status, language barriers, social economic status and physical characteristics either direct, indirect discrimination, harassment, bullying and vilification.

Definitions:

**Access:** An ability to obtain information and have a full access to services they are entitled to.

**Equity:** Treating student as in individual, being impartial and be responsive to the needs and able to receive support.

**Direct Discrimination:** Exclusion from an enrolment opportunity of a person or group based solely on to age, disability, race including national origin, ethnic origin, religion, marital status, sex, pregnancy, marital or relationship status, family responsibilities or breast feeding, sexual orientation, gender identity or intersex status, political belief, parental status, language barriers, social economic status and physical characteristics

**Indirect Discrimination:** Having policies, work practices that are in accordance with access and equity principles that can exclude an individual or group in obtaining an educational opportunity and outcomes.

### 3. Guidelines

ATI promotes an environment which is free from discrimination and harassment. ATI is an equal opportunity employer all employees' trainers & assessors, administrators and expects all are treated with dignity, courtesy and respect and adhere to policies supporting access & equity. This Policy provides guidelines in terms of its commitment to fair treatment of its prospective students and current students and in line with principles of equity providing an encouraging environment to realise the fullest potential and outcomes for the students by

- ATI staff must ensure all applications for course enquiries are dealt with professional manner and provided with current, accurate information with relevant terms & conditions associated prior to enrolment.
- By gaining understanding of the needs of students, course delivery, assessment and support services prior to enrolment
- Fully informing prospective students regarding the course information, training materials, assessment, rights & obligations prior to enrolment
- Ensuring that all the trainers and assessors are engaged in the course delivery, validation, providing assessment feedback and support services
- Informing students accurately and participation in their course and progress.
- All students have an equal opportunity to progress through their course and graduate
- ATI ensures to use plain English in its course materials making it accessible, fair and equitable for students
- Providing appropriate mechanisms for Complaints Appeal handling for students for an effective outcome
- Establishing clear policies and procedures that address the complaints and resolution, communication relating to unfair treatment, discrimination, harassment, vilification, victimisation or bullying.

Legislations:

- Anti-Discrimination Act (NSW)1977

Ref: [http://www7.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol\\_act/aa1977204/](http://www7.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/aa1977204/)

- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Privacy Act 1988
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Human Rights and Equal Opportunity Act 1986
- Workplace Gender Equality Act 2012

Version dates	Policy Version approved 1 2014 / Policy Version 2.1 approved 17 September 2018
Version History	2.1- minor updates changed to new role titles, format, RTO standards 2015, added risk rating
Review date	Version 2.1 will be reviewed as policies are updated
Approved by	CEO
Relevant to	All staff; trainers and assessors; students

<b>Risk Rating (the rating will be highlighted bold)</b>
<b>5- High Risk</b>
4- Medium Risk
3-Medium to low risk
2- Low Risk
1-Very Low Risk or N/A