



Access, Equity and Anti-Discrimination Policy

Purpose

Through this policy, HIVE – Hampton Institute of Vocational Education (HIVE) outlines its commitment to access, equity and anti-discrimination principles.

Overview

HIVE is committed to ensuring that:

- Access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all learners, prospective learners and other clients.
- No person is discriminated against, harassed or treated unfairly in their dealings with HIVE.
- Learners have access to the level of support required to enable them to reach their full potential without it causing unjustifiable hardship to the organisation.
- It complies with relevant Equal Opportunity Legislation and Discrimination Acts.

Policy

1. Diversity

- 1.1. HIVE recognises and values the individual differences of its learners and the community and recognises that learners come into its programs with a wealth of personal knowledge and life experiences.
- 1.2. HIVE recognises that diversity is an opening to enrich and extend opportunities for all, by creating an inclusive environment for all people regardless of their background. This is ensured by:
 - a. Providing a welcoming and supportive environment;
 - b. Offering flexibility in the way in which education services are provided;
 - c. Providing adjustments to training and assessment activities within reason;
 - d. Having transparent learners and staff recruitment and selection procedures;
 - e. Determining the needs of all individuals upon engagement with the organisation;
 - f. Providing learners, staff and clients access to a range of support services.

2. Discrimination

- 2.1. 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.

3. Harassment

- 3.1. HIVE is committed to providing all people with an environment free from all forms of harassment. HIVE will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

4. Fairness

- 4.1. The principles and practices adopted by HIVE aim to ensure, that current and prospective learners, clients and other stakeholders are treated fairly and equitably in their dealings with HIVE.
- 4.2. HIVE aims to provide open, fair, clear and transparent policies and procedures for use by staff and learners.
- 4.3. HIVE has fair and equitable processes for selecting learners for enrolment into its courses. Decisions about learner selection are based on clearly defined entry requirements. Learners will be selected on merits, based on the course's published criteria. Entry requirements as well as application and enrolment procedures are published in HIVE's marketing materials, Learner Handbook, course outlines and on the organisation's website.
- 4.4. All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.



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5. Exclusion from services

5.1. A person may not be permitted to access our services if:

- a. They have a criminal history that impacts on the requirements of the course or vocation of the area being studied;
- b. The learner requires delivery in a language other than that being offered by HIVE in accordance with the related Training Package
- c. The learner requires special services or facilities and provision of such would cause unjustifiable hardship to the organisation.

6. Equity in access

6.1. HIVE provides equity in access to the level of training and support required by each learner. All learners are supported in a manner that enables them to achieve their full potential and success in their training outcomes. All learners are provided with opportunities to develop and successfully gain skills, knowledge and experience through education and training.

6.2. HIVE provides equitable access to education services by:

- a. Offering services that are culturally appropriate and that are relevant to learner needs and circumstances;
- b. Referring learners to support and counselling services where needed;
- c. Offering a wide range of course and learning options;
- d. Assisting learners to arrange additional services if required such as interpreters or trained note takers;
- e. Providing additional support if required;
- f. Encouraging learners to be involved in decision-making processes to ensure realistic training goals and progress.

7. Support services

7.1. Support services will be provided to all learners who require them. Please email learners@hive.edu.au

Office Use Only

Related Policies

Customer Service Charter
Staff Code of Conduct
Learner Code of Conduct

Related Procedures, Forms & Documents

Language Literacy and Numeracy Test Procedure