

<b>Policy Owner</b>	College Director & Principal
<b>Contact Officer:</b>	Student Counsellor /Academic Director
<b>Policy Number:</b>	QHRPO020
<b>Approved by:</b>	College Leadership Team
<b>Date Approved:</b>	May 2018
<b>Last Reviewed:</b>	Sept 2023
<b>Next Review:</b>	Sept 2025
<b>Related Documents</b>	<p>Access Diversity, Equity and Inclusion Process                      Complaints Policy  <a href="#">Curtin Disability Access &amp; Inclusion Plan (DAIP) 2022-2030</a>                      Enrolment Policy                      Glossary of Definitions and Terms                      Personal Emergency Evacuation Plan                      Student Wellbeing Counseling and Support Policy</p> <p>Legislation related to this policy:</p> <ul style="list-style-type: none"> <li>• <a href="#">Disability Discrimination Act (1992)</a></li> <li>• <a href="#">Disability Standards for Education 2005</a></li> <li>• <a href="#">Disability Services Act 1993 (WA),</a></li> <li>• <a href="#">Equal Opportunity Act 1984</a></li> <li>• Higher Education Standards Framework (Threshold Standards) 2021</li> <li>• <a href="#">Privacy Act 1988</a></li> <li>• <a href="#">The National Code</a> (specifically standard 6)</li> </ul>

## 1. Overview

- 1.1. Curtin College has a legal and a moral obligation to provide equal opportunity in employment and a workplace/learning environment free from discrimination and harassment. The success of the College’s equal opportunity and diversity approach depends on the cooperation of the whole College community.
- 1.2. All staff and students are accountable for ensuring that their own behaviours comply with College’s commitments and relevant legislation.
- 1.3. Curtin College aims to provide reasonable adjustment and appropriate support to all students to reach their full potential and meet their academic goals in order to prepare them for progression to Curtin University and beyond.

## 2. Organisational Scope

- 2.1. The Policy covers the support provided to staff and students who experience a disability; medical condition; psychosocial or other demonstrable factors that may affect their health; safety; or wellbeing which impact access to working and/or learning environment.
- 2.2. The College is committed to equal opportunity and diversity in education and employment and seeks the engagement and support of the College community in this area.
- 2.3. This policy provides the framework to ensure that the College is guided by the principles of equal opportunity, respect and inclusion and complies with the spirit and intent of legislation.
- 2.4. All members of the College community have a responsibility to contribute to the achievement of an equitable working and learning environment. This policy applies to all current members of the College community including staff, students, contractors, visitors or individuals engaged in official activities with the College.

## 3. Policy Principles

3.1. The College is committed to ensuring the integration of the principles of equity for all staff and students in College policies, procedures, decisions and operations. College activities are underpinned by the following principles:

- 3.1.1. all members of Curtin College have the right to be treated fairly, equitably, and with Respect;
- 3.1.2. there is equitable access to education for students and staff
- 3.1.3. all members of College are entitled to a work and study environment that is free from unlawful discrimination, harassment, vilification, bullying or other adverse and inappropriate behaviours;
- 3.1.4. diversity is respected and appreciated as contributing to the richness of the teaching learning environment;
- 3.1.5. an inclusive environment, including the implementation of reasonable adjustments when required, provides the best outcomes for the varied needs of the diverse College community;
- 3.1.6. equity refers to fair treatment and justice for all people and differs from equality: Whereas equality means providing the same to all, equity means recognising that we do not all start from the same place and must acknowledge and make adjustments to imbalances and
- 3.1.7. staff and students have the right to raise complaints in good faith under the relevant College complaints procedure without fear of retaliation or victimisation.

### 3.2. Aboriginal and Torres Strait Islander Students and Staff (Australian Campuses)

3.2.1. Curtin College acknowledges the Traditional Custodians of the Boodja on which we are located, the Whadjuk people of the Noongar Nation. We respect all Aboriginal and Torres Strait Islander communities across Australia. We pay our respects to Elders past, present and emerging.

Curtin College will:

- a. Respect and acknowledge the Traditional Owners of the land on which the College is situated;
  - b. Respect and protect the rights of its Aboriginal and Torres Strait Islander students and staff;
  - c. Promote a fair and inclusive educational and work environment for Aboriginal and Torres Strait Islander employees and students.
  - d. Recognise the importance of Aboriginal and Torres Strait Islander employees and students participating in cultural or ceremonial business.
  - e. Work towards a non-binding goal of Indigenous staff representing 2% of total staff, and Indigenous students representing 2% of total students.
- 3.3. Curtin College is committed to creating an environment, which promotes dignity, respect, and acknowledges the right to privacy and confidentiality, and promotes an awareness of the needs and rights of people with disabilities; psychosocial or other demonstrable factors that may impact on their health; safety; or wellbeing access to an equitable learning environment.
- 3.4. Students and staff with disabilities or other needs should be able to *access and negotiate the campus safely* and with ease in accordance with the ['Curtin Disability Access and Inclusion Plan 2022 - 2030'](#) and Personal Emergency Evacuation Plan.

# Access, Diversity, Equity & Inclusion Policy

## 4. Policy Implementation

**Curtin College will promote diversity and equity by:**

- 4.1. Taking all reasonable steps to ensure that the working and learning environment is free from unlawful discrimination, harassment, vilification, victimisation, bullying or other adverse and inappropriate behaviours.
- 4.2. Implementing inclusive policies, and practices in all its activities and services to take account of the needs of the diverse College community.
- 4.3. Developing and implementing reasonable adjustments to enhance opportunities for access, participation, retention and success of all students including from underrepresented equity groups.
- 4.4. Developing and implementing reasonable adjustments to enhance opportunities for access and outcomes for all staff.
- 4.5. Facilitating special consideration of Aboriginal and Torres Strait Islander (ATSI) peoples' recruitment, admission, participation and completion by the College's Academic Board in the context of Curtin University's ATSI student initiatives.
- 4.6. Monitoring and reporting on the College's equal employment and diversity performance against identified College priorities and legislative requirements.
- 4.7. Implementing training and awareness raising strategies to ensure that all staff and students know their rights and responsibilities.
- 4.8. Providing an effective procedure for handling complaints based on the principles of natural justice.

## 5. Complaints

- 5.1. Students who believe they have been treated unfairly concerning access, diversity, equity or inclusion are encouraged to refer to the College's Complaints Policy, which is located on the College's [website](#).
- 5.2. Staff who believe they have been treated unfairly in regard to access, diversity, equity or inclusion are encouraged to speak to their line manager, manager once removed or email [complaints@curtincollege.edu.au](mailto:complaints@curtincollege.edu.au)

## 6. Confidentiality and Disclosure

- 6.1. Confidentiality of information relating to students with disabilities will be protected, and access only is given to staff on a need-to-know basis. All documentary evidence of disability/medical condition will be retained on Confidential File and in Student Files as required.

Version	Last changes:
V 2.0 (Sept '23)	Removal of Definitions as these are included in the "Glossary of Definitions and Terms" located on the website. Minor updates throughout document.
V1.2 (Apr '20)	Added Personal Emergency Evacuation Plan to this policy Replaced 'welfare' with 'wellbeing' throughout document
V1.1 (Jan '20)	Include section 4.2 on ATSI student and staff recognition, respect and recruitment goals.
V1.0 (May '18)	This policy replaces the Supporting Students with Disability Policy and Equal Opportunity Policy.

# Access, Diversity, Equity & Inclusion Policy

## SCHEDULE 1

1. By providing reasonable notice, the College can consider the request for adjustments. When assessing a request for a reasonable adjustment, the College will be entitled to preserve the inherent requirements of the course.
2. The College shall provide support for all students with disabilities and other needs except where, in the opinion of the College, the provision of additional resources, services or facilities would impose an unjustifiable hardship on the College or compromise the health and wellbeing of the student or others.
3. **Medical Documentation for Students with Disabilities and/or Medical Conditions:**
  - 3.1 Students with disabilities, and other needs, who require reasonable adjustment, may be asked to provide the College with a Professional Assessment from a Professional Clinician where their application to study at Curtin College does not provide sufficient information for the College to assess whether appropriate support can be provided. Appropriately, qualified health professional reports make helpful additions to applications to enable assessment (including General Practitioners, Psychiatrist, Licensed Psychologist or Licensed Professional Counsellors).
4. **Unjustifiable Hardship:**
  - 4.1 As outlined in the Disability Standards for Education (2005), in deciding that making accommodations for a student with a disability would result in unjustifiable hardship for the College, the College will take into consideration:
    - Additional staffing requirements;
    - Provision of special resources;
    - Modifications to curriculum;
    - Impact on the learning environment, including the benefits and adverse impact on learning and social outcomes from the student's participation for the student, other students and staff;
    - Financial incentives, including subsidies or grants available to the College as a result of the students' participation.
    - Compromise the health and wellbeing of the student or others.
  - 4.2 Where unjustified hardship is determined, Academic Director or nominee will notify the student, whether new or continuing, of the decision and the reasons for the decision as soon as practicable after the decision is made. If a student is dissatisfied with the decision, they have the right to submit a written complaint against that decision in accordance with the College's Complaints policy.