

|              |                   |
|--------------|-------------------|
| Policy Name: | ACCESS AND EQUITY |
| Policy No.   | SP2.0             |
| Issued:      | 20 March 2023     |
| Reviewed:    |                   |

### Purpose

This policy ensures HITsa's commitment to guaranteeing that all prospective and current students are able to access our services regardless of their cultural, linguistic or religious backgrounds, sexual preference or disability.

### Policy

HITsa will recognize and support each and every learner as an individual to offer the best opportunity for their success, irrespective of the learner's cultural, linguistic or religious backgrounds, sexual preference or disability.

### Areas Affected

All existing and prospective learners of accredited and non-accredited courses

### General

HITsa understands that some individuals and/or groups can experience unequal educational opportunities and outcomes. No one should be disadvantaged in their access to our services because of age, country of birth, language, culture, race or religion, gender, sexual orientation, or disability.

HITsa will ensure that programs and services are accessible, fair and inclusive using the following strategies –

- Promoting programs and services to the community in a manner that includes and reflects diversity
- Not discriminate against any group or individual to limit their opportunity to access HITsa services
- Commit to applying policies, practices, structures and behaviours that welcome and encourage diversity
- Regular consultation and collaborative partnerships which are key to continuous improvement and ensuring our access and equity policies continue to meet the needs of people from diverse backgrounds.

More specifically

- HITsa will recruit students in an ethical and responsible manner without discrimination or bias
- HITsa will use appropriately qualified staff and established methods of assessment to determine a prospective learner's capacity to achieve the stated competency standards and outcomes of a course, and refer learners to appropriate support services where necessary
- HITsa will ensure all current and prospective learners have access to relevant policies to allow them to be fully informed
- HITsa trainers and staff are educated in the areas of access and equity and are expected to behave accordingly as a condition of their employment.
- Learners are informed of behaviour expectations in relation to access and equity and are expected to behave accordingly. Non-compliance will be addressed.
- Training plans will be developed to accommodate individual need
- All communications are made in plain English, including all course details and advertising. HITsa will refer students to interpreters if needed and will take every reasonable step to adjust the program to accommodate any language barriers.

END

| Date     | Version | Amendment(s)                             |
|----------|---------|--|
| 20.03.23 |         | Original Document – Replaces HITP0029/11 |
|          |         |  |
|          |         |  |
|          |         |  |
|          |         |  |