Purpose
The objective of the policy is to treating all students with equal opportunity to pursue training and development. This policy and procedure is to be used by the FL to integrate access and equity principles into all the training and assessment activities it conducts, or which are conducted on its behalf.

Scope
This policy in its scope encompasses all Frontier Leadership (FL) policies and procedures and all training function activities and applies to all students and staff.

Responsibility
The FL’s Human Resources Officer will be responsible for the implementation and maintenance of the policy and ensuring that staff are fully aware about and comply with application and associated procedures.

Definitions
Access and Equity principles include:
- Equity for all people through the fair and appropriate allocation of resources;
- Equality of opportunity for all people without discrimination;
- Access for all people to appropriate quality training and assessment services;
- Increased opportunity for people to participate in training.

Disadvantaged groups include the following groups who, traditionally, have been under-represented in Vocational Education and Training:
- People with a disability;
- Aboriginal and Torres Strait Islander peoples;
- Women;
- People from non-English speaking backgrounds;
- People from rural and remote areas; and
- Long-term unemployed.

Discrimination
Discrimination is treating someone less favorably because of a personal characteristic. Discriminating behaviors include but are not restricted to:
- Offensive statements about personal characteristics
- Negatively stereotyping individuals or groups
- Judging a person’s performance based on personal characteristics rather than skills and abilities.
- Under the Anti-Discrimination Act (QLD) and the Racial Discrimination, Sex Discrimination and Disability Discrimination Acts (Commonwealth) it is illegal to discriminate against someone in their work, or education because of their:
- Sex
- Marital Status
- Pregnancy
- Parental status
- Race or nationality, ethnic or religious background
- Age
- Impairment (physical, mental, or illness)
- Lawful sexual activity
- Political belief or activity
- Trade union activity, or
- Association with a person having any of these attributes
Direct discrimination: Direct discrimination is any action that specifically excludes a person or group of people from a benefit or opportunity, or significantly reduces their chances of obtaining it because their status or personal characteristics, irrelevant to the situation (e.g. sex, ethnic origin) are applied as a barrier. Direct discrimination has as a focus of assumed differences between people.

Indirect discrimination: Indirect discrimination is the outcome of rules, practices and decisions that treat people equally and which therefore appear to be neutral but which, in fact, perpetuate an initially unequal situation and significantly reduce a person's chances of obtaining or retaining a benefit or opportunity. Rules, practices and decisions are applied to all groups alike but it is the very assumption of a likeness that constitutes the discrimination.

Systemic discrimination: Systemic discrimination is a system of discrimination perpetuated by rules, practices and decisions that are realised in actions that are discriminatory and which disadvantage a group of people because of their status or characteristics and which serve to advantage others of different status or characteristics. Direct and indirect discrimination contributes to systemic discrimination.

Equity: focuses on outcomes. Equity is not concerned with treating people in the same way; it is concerned with ensuring that all groups of people participate and benefit to the same level.

Relevant legislation includes:
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Anti-Discrimination Act 1991 (QLD)

Sexual harassment is defined by the Anti-Discrimination Act 1991 (QLD) and the Commonwealth Sexual Discrimination Act 1984 as when a person:
- Makes an unwelcome sexual advance or an unwelcome request for sexual favours
- Engages in unwelcome conduct of a sexual nature, and a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated
- Examples of sexual harassment include but are not restricted to:
  - Distribution or display of offensive pictures or written material
  - Repeated unwelcome requests for social outings or dates
  - Offensive comments about a person's appearance, dress or private life
  - Unsolicited comments, messages or telephone calls of a sexual nature
  - Leering, patting, pinching, touching, indecent exposure and unnecessary familiarity

Sexual harassment may result from a single incident, or be an accumulation of acts. Both men and women can be sexually harassed.

The harasser does not have to intend to cause discomfort or distress for an action to be harassment. It is not an excuse for them to say they didn’t mean to offend.

Equal Employment Opportunities EEO: Under Queensland's anti-discrimination laws, Frontier Leadership (FL) must offer equal employment opportunities (EEO). This means all staffs are treated on their merits at every stage of their employment - from the recruitment and interview process through to their daily duties, promotion, training and development opportunities, and their resignation, retrenchment or redundancy.

All students are provided equal opportunity of receiving training with FL based on their merits at every stage of their student selection.
Victimisation
Victimisation is threatening or harassing a person because they;
- Have made a complaint or intend to make a complaint
- Are acting as a witness or intend to act as a witness
- Are supporting a victim or intend to support a victim

Bullying
Bullying is inappropriate treatment of a person that intimidates, offends, degrades or humiliates them. Bullying will not be tolerated at FL. Examples of bullying include;
- Verbal/ Physical abuse, insults, threats, continuous teasing or criticism
- Physically hurting another person
- Touching another person who doesn't want to be touched
- Overwork, unnecessary pressure, impossible deadlines
- Undermining work performance, unfair assessment
- Discrimination, racism, sexism
- Keeping someone out of a group
- Acting in an unpleasant way near someone
- 'Mucking about' that goes too far
- Harassment or any form of discrimination based on disability, gender, race or religion
Access and Equity Policy

Policy

- The aim of the policy is to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.

- All students will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.

- A person with a disability may be excluded under this policy if the disability could cause occupational health and safety risks to the person and/or other students.

- All trainers/assessors are responsible for observing and being advocates for the policy.

- The FL’s policies and procedures will be monitored and reviewed to ensure that they recognise and incorporate the rights of individuals.

- Pre-enrolment materials study support and study skills programs

- Language, Literacy and Numeracy (LLN) programs or referrals to these programs

- Equipment, resources and/or programs to increase access for learners with disabilities

- Learning resource centres;

- Mediation services or referrals to these services

- Flexible scheduling and delivery of training and assessment (where it doesn’t exceed 25% of course length online)

- Counselling services or referrals to these services

- Information technology (IT) support

- Learning materials in alternative formats, for example, in large print

- Learning and assessment programs customised to the workplace

Responsibility to students

It is the responsibility of all staff and trainers to ensure the institution and its teaching environments are free from discrimination, sexual harassment, victimisation and bullying. It is also the responsibility of the institution and its employees that all students are treated equitably with regard to enrolment, instruction and assessment.

Responsibility to co-workers

Equally, all staff and trainers must ensure that the institution work environment remains free of these behaviours. No one is expected to tolerate discrimination, sexual harassment, victimisation, or bullying. The institution is committed to equity with regard to employment, performance and promotion.

Procedure

- The policy will be included in information provided to employees, trainers/assessors and students.

- All students & staff should report an incident of concern to the SSO. If you wish to make a complaint about any of these behaviours at FL, please contact the SSO in the first instance. Any complaint of discrimination, sexual harassment or victimisation will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required. You do not have to put up with discrimination, sexual harassment or victimisation.

- Any person who wishes to make a written complaint instead of verbal reporting complaint will be also being directed to use the FL’s Complaints and Appeals Policy and Procedures.
Access and Equity Policy

- When a complaint or report is received, the person who has received it must firstly consult the policy to confirm that there has been a breach of policy and then immediately take steps to correct the breach either through communication with the person committing the breach in order to rectify it or by reporting it to the Principal executive Officer (PEO) in the case where the breach cannot be dealt with at the staff member’s level.

- If a member of staff or a student feels that the policy is not being observed by college staff, then he or she should refer the matter to their manager or to the Student Services Manager.

- The institution will follow up any report discreetly and will undertake an appropriate investigation.

- If the report is verified, the school will view the matter seriously and will take appropriate action, which may include penalty and counselling (FL will assist the student / staff to appropriate and professional counselling services)

- Person making complaint will be informed of outcome in writing and all complaints will be finalised within 30 days of receipt of complaint.

- Where the FL considers more than 60 calendar days are required to process and finalise the complaint or appeal, the institute will inform the complainant or appellant in writing, including reasons why more than 60 calendar days are required, and will regularly update the complainant or appellant on the progress of the matter.

- If the complainant is dissatisfied with the action taken, then recourse may be through first following FL’s internal complaint & appeal procedure and if still dissatisfied by contacting the following organizations:

  **Overseas student Ombudsman (OSO):**
  
  You can contact OSO by telephone, 9am to 5pm Monday to Friday, Australian Eastern Standard Time (AEST). In Australia, call: 1300 362 072 (calls from mobile phones at mobile phone rates). Outside Australia, call +61 2 6276 0111.
  
  Level 18, 53 Albert Street, Brisbane QLD 4000

  **Anti-discrimination Tribunal**
  
  Level 17, 53 Albert Street, Brisbane
  Telephone: 1300 130 670 (Toll Free)
  Website: [http://www.adcq.qld.gov.au](http://www.adcq.qld.gov.au)

  **Work cover Queensland**
  
  280 Adelaide Street, Brisbane
  GPO Box 2459, Brisbane QLD 4001
  Phone 1300 362 128
  Fax 1300 651 387