

	Access & Equity		Document Number	PR-CLHR001
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References	Standard	Element		
	AS 9001:2000 Education	6.2 Human Resources		
	AQTF 2007	Standard 2		
	AS 9004:2000 Performance Improvement	To be reviewed		
	AS/NZS ISO 4360-1999, 2004 Risk Management	2.3 Organisation, Administration and Governance		
	AS 15489.2-2002 Records Management	4.3 Records Management		
	AS 4122-2000 Engagement of Consultants	To be reviewed		
	AS 2124-2127-1992 Contract Management	To be reviewed		
	AS 4915-2002 Project Management	To be reviewed		
	CB 020-2000 Int Customer Service	To be reviewed		
	AS 4269-1995 Complaints Handling	To be reviewed		
	ESOS, 2000 Overseas Students	To be reviewed		
	NEAS, 2005 English Language	To be reviewed		
	HEB, EQ, 2005 Higher Education	To be reviewed		
	QNC, 2005 Nursing Education	Standard 2 – Administration		

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1. PURPOSE

King's International College recognises that particular groups of people in society have experienced and continue to experience, institutional disadvantage and unequal educational outcomes.

This aims, therefore, to assist King's International College to achieve best practice by promoting the establishment of strategies and processes which effectively redress past disadvantage and improve the position of all groups in society.

This also provides a framework for the development of policies and strategies, which are aimed at achieving equal educational and vocational outcomes for all clients.

2. POLICY

Kings International College is committed to the goals of equal opportunity and affirmative action in education and employment. It aims to provide a study and work environment for staff and students that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment and vilification as determined by legislation.

The key principles of this policy are:

- Kings International College recognises the need for implementation of equity principles via the fair allocation of resources.
- All students will be recruited in an ethical and responsible manner, consistent with the requirements of the curriculum.
- King's International College recognises the right to equality of opportunity without discrimination for all members of the community.

With these principles in mind, the objectives of this policy are:

- To incorporate non-discriminatory student selection procedures that encourage fair access for members of under-represented groups.
- To ensure access and equity issues are considered when developing curriculum / courses.
- To provide access to staff development courses, if required, in order to assist trainers who deliver courses to under-represented groups.

In fulfilling this commitment, the College will:

- foster a College culture which values and responds to the rich diversity of its staff and students
- provide equal opportunity by removing barriers to participation and progression in employment and education so that all staff and students have the opportunity to fully contribute.
- offer programs which aim to overcome past disadvantages for members of staff and students.
- promote clear and accountable educational and management policies and practices to engender trust between managers, staff and students;
- enhance the quality of students' learning through the provision of culturally, socially and gender inclusive education in areas such as curricula, teaching methods, assessment and review provisions, written and audiovisual material and support services;
- ensure that its staff and students are aware of their rights and their responsibilities.

3. SCOPE

This procedure defines how King's International College ensures its Access and Equity Policy is applied in regard to applicants, staff, and participants.

4. REGULATIONS

4.1 LEGISLATION

- Anti-Discrimination Act 1991
- Disability Services Act 1992
- Education Services for Overseas Students Act 2000
- Freedom of Information Act 1992
- Privacy Act 1988
- Privacy Regulation 2001
- Vocational Education Training and Employment Act 2000
- Vocational Education Training and Employment Regulation 2000
- Workplace Health & Safety Act 1995
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Human Rights and Equal Opportunity Commission Act 1986
- Disability Discrimination Act 1992
- Equal Opportunity for Women in the Workplace Act 1999
- Age Discrimination Bill 2003

4.2 ACCREDITATION ORGANISATIONS & STANDARDS

- Australian Quality Training Framework (AQTF) 2007
- National Code of Practice for Registration Authorities and Providers of Education & Training to Overseas Students 2007
- Department of Education, Science and Training
- CRICOS, Office of Non-State Schooling, Education Queensland
- Department of Education Training & the Arts (DETA)
- Higher Education, Office of Non-State Schooling, Education Queensland
- National English Language Training Accreditation Scheme (NEAS)
- Queensland Nursing Council (QNC)

4.3 INDUSTRY BODIES

- Queensland Communities
- Higher Education Sector Provider Partners (eg. University of Southern Queensland, James Cook University, Bond University)
- Queensland Business Services Industries Training Council (Qld) Inc
- Community Services and Health Industry Skills Council
- Queensland Tourism Industry Council (QTIC)
- Diversional Therapy Association of Queensland
- Australian Institute of Welfare and Community Workers Inc.
- Vocational Education and Training Sector Provider Partners.

5. PROCEDURE

5.1 Course selection

Students shall be individually interviewed and/or assessed on their eligibility for the service being provided. Selection will comply with equal opportunity legislation.

Students will not be denied access to services where they are deemed eligible for such a service and where the College has the appropriate resources to provide high quality services.

As an Equal Opportunity employer **KING'S INTERNATIONAL COLLEGE AND ITS STAFF** will treat every client fairly and without discrimination in the training environment and/or in the workplace. Complaints procedures have been put in place to ensure any concerns during training or employment, are dealt with immediately and appropriately

The vocational education and training access and equity policy also acknowledges King's International College's legal obligations under State and Federal equal opportunity law.

5.2 Qualified and Professional staff

Employment and training services will be offered by qualified staff, to people from all backgrounds regardless of cultural differences, including those from Non-English backgrounds, Aboriginal or Torres Strait Islanders. Staff will be professional and supportive at all times, in their approaches to clients/trainees.

5.3 Course Enrolment

An enrolment and induction program is provided to students entering training. An introductory interview will be held with the interested applicant to discuss entry requirements, and enrolment procedures. Once the applicant has a full understanding of the training program, any pre-requisite will be established.

5.4 Assessments of specials skills requirements

Where a pre-requisite for training requires a particular level of literacy and numeracy, or other entry skills, an assessment will be undertaken. This initial assessment is designed to be a non-threatening experience. It will be conducted by a qualified College staff Educator who has special skills in the area. For assessing literacy and numeracy the staff Educator will have experience in conducting assessments and providing training.

The assessment will help to establish entry to a course and where special training and support resources will be required **prior to or during the program**.

(Process Ends)

6. DOCUMENTATION

Document Number	Document Title	Documentation Responsibility	File Location
PR-HR001	Recruitment, Selection and Employment Policy	TOM	K:\Kic Quality Management System\Procedures Manual
PR-CL001	Enrolment (Domestic)	QM	K:\Kic Quality Management System\Procedures Manual
PR-CL002	Enrolment (International)	QM	K:\Kic Quality Management System\Procedures Manual