

DIVERSITY AND INCLUSION POLICY AND PROCEDURES

PURPOSE OF THE POLICY

Australian Federation College (AFC) is committed to fostering a diverse, inclusive, equitable and respectful environment for all students, staff and stakeholders. This policy supports AFC's obligation to provide fair access to education, training, assessment, employment and support services, free from discrimination, harassment, bullying or exclusion.

This policy and its associated procedures are designed to support compliance with:

Outcome Standards for RTOs 2025

Including, but not limited to:

- Standard 1 – ensuring training, assessment and support services are responsive to learner needs and promote equitable participation
- Standard 2 – supporting learner engagement, wellbeing and progression through inclusive practices
- Standard 3 – ensuring staff and trainers are capable, supported and equipped to work effectively with diverse learner cohorts
- Standard 4 – promoting ethical governance, fair practices and continuous improvement

The National Code 2018:

Including:

- Standard 2 – provision of accurate information and appropriate support services
- Standard 5 – inclusive and accessible enrolment and orientation processes
- Standard 6 – monitoring course progress and providing timely intervention and support
- Standard 10 – accessible, fair and transparent complaints and appeals processes

Through this policy, AFC embeds diversity and inclusion principles across:

- Governance and leadership
- Recruitment, employment and professional development
- Training, assessment and student support services
- Engagement with agents, contractors and third-party providers

SCOPE

This policy and procedures apply to all:

- All students
- Staff (academic, administrative, management)
- Contractors and consultants
- Education agents and third-party service providers
- Industry partners, visitors and other stakeholders

This policy operates in conjunction with (but does not replace):

- Staffing Policy and Procedures
- Code of Conduct (Staff and Students)
- Complaints and Appeals Policy and Procedures
- Student Support Policy and Procedures
- Health and Safety Policy and Procedures

DEFINITIONS

Diversity

Recognition and valuing of individual differences, including culture, language, ethnicity, gender, age, disability, religion, sexual orientation, socioeconomic background and educational experience.

Inclusion

Creating environments where all individuals feel respected, supported and able to participate fully.

Equity

Ensuring fairness by recognising and responding to different needs and barriers.

Reasonable Adjustment

A modification or accommodation that enables a person to participate on the same basis as others, without causing unjustifiable hardship.

POLICY STATEMENTS

PRINCIPLES

Australian Federation College will:

- Promote equal opportunity and fair treatment
- Maintain zero tolerance for discrimination, harassment, bullying or victimisation
- Provide reasonable adjustments for students and staff where required
- Foster culturally safe and respectful environments, including recognition of Aboriginal and Torres Strait Islander peoples
- Ensure diversity and inclusion principles are embedded in decision-making, service delivery and governance
- Support accessibility, participation and successful outcomes for all learners and staff

PROCEDURES

1. INCLUSIVE EMPLOYMENT PRACTICES

- 1.1 AFC will:
- Apply merit-based, non-discriminatory recruitment and selection practices
- 1.2
- Ensure position descriptions and advertisements are inclusive and unbiased
- 1.3
- Provide reasonable workplace adjustments for staff where required
- 1.4
- Embed diversity and inclusion principles into induction, supervision and performance management
- 1.5
- Align all employment practices with the Staffing Policy and Procedures

2. INCLUSIVE TEACHING, LEARNING AND ASSESSMENT

- 2.1 AFC will:
- Deliver training and assessment that recognises diverse learning needs and backgrounds
- 2.2
- Implement reasonable adjustments to training and assessment in accordance with the Disability Standards for Education 2005
- 2.3
- Ensure trainers and assessors use inclusive teaching strategies and culturally responsive practices
- 2.4
- Provide timely referral to student support services where needs are identified

3. CULTURAL SAFETY AND RESPECT

- 3.1 AFC is committed to:
- Promoting respect for cultural identity, language, beliefs and values
- 3.2
- Supporting culturally appropriate communication and engagement
- 3.3
- Embedding cultural awareness into staff induction and professional development
- 3.4
- Providing culturally safe environments for Aboriginal and Torres Strait Islander students and staff
- 3.5
- Supporting international students through culturally responsive practices

4. ACCESSIBILITY AND REASONABLE ADJUSTMENT

- 4.1 Reasonable adjustments may include (but are not limited to):

- Alternative assessment methods
 - Adjusted learning materials or delivery modes
 - Flexible work or study arrangements
 - Assistive technologies or learning supports
- 4.2 All requests for reasonable adjustment will:
- Be assessed on an individual basis
 - Be managed confidentially
 - Not disadvantage or victimise the individual

5. MANAGING DISCRIMINATION, HARASSMENT AND EXCLUSION

- 5.1 Any person who experiences or witnesses discrimination, harassment, bullying or exclusion may:
- Raise concerns with a trainer, manager, Student Services or Academic Coordinator
 - Lodge a formal complaint under the Complaints and Appeals Policy
- 5.2 AFC will ensure:
- Complaints are handled fairly, confidentially and without victimisation
 - Appropriate corrective and disciplinary action is taken where required
 - Continuous improvement actions are implemented where systemic issues are identified

RESPONSIBILITIES

Senior Management

- Provide leadership and oversight of diversity and inclusion
- Ensure policy implementation, monitoring and review

Managers and Coordinators

- Promote inclusive practices in daily operations
- Respond promptly to concerns and complaints

Staff and Contractors

- Treat others with dignity, respect and professionalism
- Comply with this policy and associated procedures

Students

- Engage respectfully with peers, staff and stakeholders
- Comply with student conduct requirements