

Outsource Institute of Technology Access and Equity Policy

OVERVIEW

Outsource Institute of Technology strives to provide a safe, healthy and supportive environment, free from harassment, bullying and discrimination. In addition we are committed to providing staff, students and potential students, regardless of their background or previous life experience or education, equal opportunity of access, participation and advancement in both employment and education.

SCOPE

This policy applies to all employees of Outsource Institute of Technology and all persons applying for enrolment or currently enrolled at Outsource Institute of Technology in full-time or part-time VET programs.

DEFINITIONS

A full list of all Definitions can be found in the Outsource Institute of Technology Policy Definitions and Guidelines document [OIT-350] which is available on the website (www.outsourceinstitute.com.au).

CONDITIONS

Fair Treatment

Outsource Institute of Technology will treat all staff, students and potential students fairly and will not discriminate on the basis of gender, race, religion, marital status, pregnancy, sexual preference or age.

Selection and Decision-Making

Outsource Institute of Technology has open, fair and transparent procedures for making decisions, which in our reasonable view, are based on merit.

During the selection and decision-making process Outsource Institute of Technology staff will focus on an applicant's enthusiasm, determination, interest and potential and will not apply any income tests or similar financial assessment when assessing student applications.

Outsource Institute of Technology staff will be applicant-focused when considering applications from potential staff and students, and will ensure each is treated on a case-by-case basis.

Outsource Institute of Technology may take into account, when making decisions regarding student admission, educational disadvantages that a particular student or potential student has experienced or the fact that the student or potential student may be enrolled via a VET restricted access arrangement.

Outsource Institute of Technology staff will seek the expertise of relevant managers, colleagues, counsellors or external persons where decisions are required involving learner diversity. Furthermore, all Institute staff will be trained in and aware of State and Federal legislative requirements.

Minimum Entry Requirements

Where a course has minimum entry requirements these will be published on the Outsource Institute of Technology website under the course details.

Applicants seeking to enrol/re-enrol in an Outsource Institute of Technology program are directed to the applicable fact sheet and encouraged to read the entry requirements and

application information available on the Outsource Institute of Technology website www.outsourceinstitute.com.au .

Applications must be in the prescribed format and lodged according to closing dates advertised in the methods prescribed.

Right of Review

Outsource Institute of Technology supports the right of an individual to have any of our decisions or assessments affecting them (academic or non-academic) reviewed by an independent party. We believe any such review should be available at no cost to the individual. Therefore our decisions or assessments will be made and recorded in such a manner as to allow for effective review, should it be requested. Please refer to the Outsource Institute of Technology Grievance and Appeals Policy available on our website.

PUBLICATION

Outsource Institute of Technology will make this Access and Equity Policy available to staff, students and potential students via the Outsource Institute of Technology website www.outsourceinstitute.com.au .

Further information or clarification regarding this or any other Outsource Institute of Technology policy can be obtained by contacting the General Manager on 07 3348 8931.