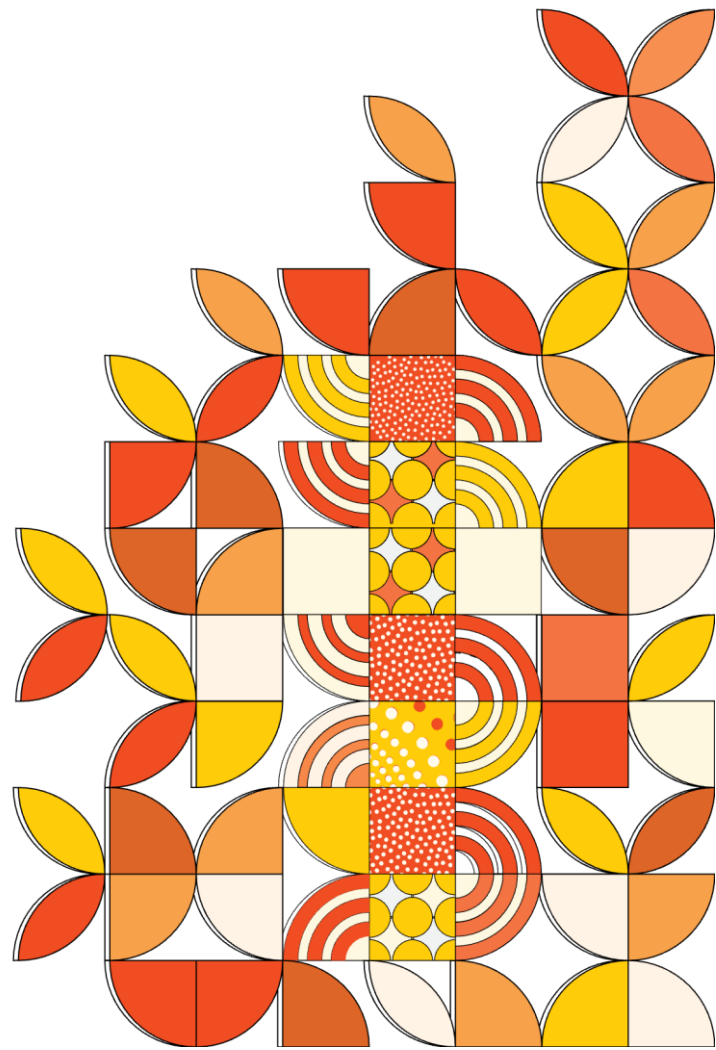


Access and Equity Policy



SECTION 1

Purpose

1. This policy describes the Institute of Health & Management's (IHM's) principle framework for how IHM will ensure that students and staff are treated in a fair and equitable manner in order to provide opportunities for all staff and students to realise their full potential.
2. IHM is committed to provide equal opportunity of access, participation and advancement in employment, with a workplace free from discrimination or harassment and ensure that its decision making processes reflect a commitment to access, equity and treats all involved fairly.

Scope

3. This policy applies to all IHM staff and student enrolled in a course of study at IHM including:
 - a) All on shore international students, to whom the Education Services for International Students Act 2000 applies.
 - b) All students enrolled in an ongoing course of study that is delivered fully online or through any form of distance education that does not involve students' presence at a designated physical location.
 - c) All domestic students
 - d) All ELICOS students
 - e) All campuses of IHM

Definitions

4. Definitions for key terms are presented in the [Glossary of Terms](#).

Suite documents

5. This Policy is linked to the following procedures:
 - a) Access and Equity procedure
 - b) See also Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

6. IHM is committed and accepts the responsibility to deliver its courses in a fair, open, transparent and equitable manner. In doing so IHM will ensure:
 - 6.1 All staff will be made aware of the access and equity principles at induction.

- 6.2 IHM is committed to providing prospective students, prior to the acceptance of an offer, with access to current academic governance policies and requirements. This includes comprehensive access to policies and requirements related to equity and diversity, ensuring transparency and informed decision-making.
- 6.3 All students and potential students will be made aware of the access and equity, fair treatment and equal opportunity principles at orientation and the complaints resolution process. These policies and procedures are published in IHNA's website.
- 6.4 There is an environment of support and care for students and potential students that also encourages cultural understanding and sensitivity.
- 6.5 That early identification and intervention is provided to students and potential students requiring support; refer to IHM's Student Support Policy and Procedure.
- 6.6 Access and equity regulations are considered when developing new products, policies, practices, systems and procedures.
- 6.7 If required, appropriate counselling and training will be provided to any employees who provides service to under-represented groups.
- 6.8 There is an ongoing commitment to eliminate access and equity barriers identified within IHM's processes, practices, and business decisions.
- 6.9 There is liaison with disability support groups to ensure special needs can be provided in areas where IHM has no knowledge or experience.
- 6.10 That there is provision of support and tutorial assistance for any student that is encountering learning difficulties.
- 7. Responsiveness to Individual student needs and Minimising Barriers to participation**
- 7.1 IHM is responsive to the individual needs of students whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment or remote location may present a barrier to access, participation and/or the achievement of suitable outcomes.
- 7.2 IHM will actively seek to avoid processes and policies that have the potential to increase barriers to participation in courses.
- 8. Social Inclusion**
- 8.1 IHM will collaborate with the community to achieve social inclusion by fostering participation in all levels of education, particularly among individuals from historically excluded groups.
- 8.2 IHM will develop and implement plans and programs to enhance access and promote success in education for designated under-represented groups.

8.3 IHM is committed to the principles of Universal Design across all teaching and service delivery areas. The Institute encourages all staff to practice inclusivity, ensuring that curriculum design, teaching delivery, assessment, and service provision are accessible to students with diverse abilities to the greatest extent practicable, while considering the inherent requirements of each course.

9. Equal Opportunity

9.1 To fulfill its commitments under this policy, the IHM will promote equal opportunity and anti-racism across all IHM activities through strategic initiatives. IHM will work to eliminate unlawful direct and indirect discrimination and harassment based on:

- a) Race, color, national or ethnic origin, descent, nationality;
- b) Sex, gender identity, lawful sexual activity, sexual orientation, marital status, pregnancy or potential pregnancy, breastfeeding, family responsibilities, status as a parent or carer;
- c) Religious or political belief or activity, industrial activity, irrelevant criminal record;
- d) Age, physical features, disability (past, present, or imputed), medical record; and
- e) Personal association with a person who is identified by reference to any of the above-listed attributes.

9.2 IHM's policy should be interpreted to encompass all attributes protected by Federal and State anti-discrimination legislation and acknowledges that in many cases, grounds may intersect.

10. Privacy and Confidentiality of information

10.1 IHM will respect the students and applicants' rights to privacy and confidentiality of information.

10.2 Student consent will be sought to share and/or publicise any personal information, e.g., disability and related matters according to IHM' Privacy Policy and Procedure.

11. Legislative and Ethical Obligations

11.1 IHM will take all reasonable steps to ensure that policies, procedures and practices meet legislative and ethical obligations.

12. Continuous Improvement

12.1 IHM will make ongoing improvements to policies, procedures and practices to ensure they reflect student feedback, research into best practice, including changes to legislation.

SECTION 3

Associated Information

Related Internal Documents	<p>Access and Equity Procedure Student Selection and Admission Policy Student Selection and Admission Procedure Complaints and Appeals Policy Complaints and Appeals Procedure Learning and Teaching Policy Learning and Teaching Procedure Student Support and Advocacy Services Policy Student Support and Advocacy Services Policy Accessibility Policy Accessibility Procedure</p>
Related Legislation, Standards, and Codes	<p>Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 TEQSA Guidance Notes: Diversity and Equity Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Disability Discrimination Act (1992) Disability Standards for Education 2005</p>
Date Approved	07.08.2024
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Date of Next Review	30.07.2027
Approval Authority	<p>Academic Board Endorsed by Board of Directors</p>
Responsibility for implementation	Academic Department
Document Custodian	Academic Dean
IHM Doc ID	IHM-AEP1-3.0

Change History

Version Control		
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
Version 2.0	7/01/2021	<ul style="list-style-type: none"> • Policy and Procedure are separated into two documents • Added version number • Minor editorial changes • Amended by the Learning and Teaching Committee at its meeting in December 2020 and feedback incorporated by the Director, Quality Assurance
Version 2.1	28/11/2023	<ul style="list-style-type: none"> • The definitions have been relocated to the IHM glossary and the template has been updated.

Version 3.0	14/06/2024	<ul style="list-style-type: none">• Added section of Social Inclusion• Added section of Equal Opportunity• Added Policy statement to comply with HESF Standard 7.2.2d
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