

# ABS Policy Document

100. Management of RTO  
150. Governance

## 158 Access & Equity

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### 1. Policy Statement

The ABS Access and Equity Policy is based on the following principles:

1. Providing and maintaining training services that reflect fair and reasonable opportunity and consideration for all students and staff members, regardless of race, skin colour, religion, gender or physical disability.
2. Equity for all people through the fair and appropriate allocation of resources and involvement in vocational education and training.
3. Equality of outcome within vocational education and training for all people, without discrimination.
4. Access for all people to appropriate quality vocational education and training programs.
5. Increased opportunity for people to participate in vocational education and training.

The Access and Equity Policy target groups are:

- Aboriginal and Torres Strait Islanders
- People with a disability
- People from non-English speaking backgrounds
- People in transition and other special groups, e.g. long-term unemployed, sole parents, people with literacy problems.
- Women
- People from regionally isolated communities

All people associated with ABS may expect the same rights:

- The right to learn, teach or carry out their duties
- The right to be treated fairly and with respect

- The right to be safe in the workplace
- The right to have all reports of harassment to be treated seriously, impartially and sensitively. Harassment and discrimination, including victimisation and bullying, is unwelcome, uninvited and unacceptable behaviour that will not be tolerated
- The right to inform management of any harassment and management has the responsibility to take immediate and appropriate action to address it

## 2. Purpose

The purpose of this policy is to outline the commitment of The Australian Business School (ABS) to equality of access to its services and of its treatment of all stakeholders. It is designed to ensure compliance with relevant legislation including any Acts relating to anti-discrimination.

## 3. Scope

This policy applies to selection and admission processes for staff and students.

## 4. Definitions

ABS	Australian Business School
Enrolment	Students who enter a contract of training with ABS
eBECAS	ABS's Student Management System
DoS	Director of Studies
WHS	Work Health & Safety
Course	The qualification that the student is enrolled in
VET	Vocational Education & Training

## 5. Procedures & Responsibilities

When acting in the course of their employment, ABS management and staff will:

1. Comply with all applicable Australian laws
2. Maintain appropriate confidentiality
3. Disclose, and take reasonable steps to avoid any conflict of interest in connection with their employment
4. Not use status, power or authority, in order to gain, or seek to gain a benefit or advantage for the employee or for any other person.