



AIE Fairness Policy and Processes

Background

AIE values and celebrates the diversity of the AIE community. It further promotes the acceptance of the equality of all people and the right of all people to be treated with fairness, equal opportunity and justice. This document reinforces these concepts.

Scope.

This policy sets out acceptable behavioural standards for staff, students and other members of the AIE community.

Policies and processes are underpinned by legislation including:

- *Public Sector Management Act 1994 (ACT)*
- *Discrimination Act 1991 (ACT)*
- *Sex Discrimination Act 1984 (Commonwealth)*
- *Racial Discrimination Act 1975 (Commonwealth)*
- *Racial Hatred Act 1995 (Commonwealth)*
- *Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)*

EEO.

AIE is committed to equal educational opportunity for all students. It is not only a staff responsibility but also the responsibility of our whole learning community to make sure that no-one at AIE is discriminated against because of race, colour, origin, nationality, gender, sexual preference, religious beliefs and/or any other circumstance, characteristic, appearance or belief.

All students, regardless of back ground, circumstance or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same process, See www.aie.edu.au for entry requirements under the course sections.

All students who are eligible for funding under government loan schemes or programs, eg VET FEE HELP, will be advised of this right on application or interview for entry. Applicants will neither be advantaged or disadvantaged by their eligibility for any loan scheme or program. All assessment from entry to the end of the course of study will be based on merit and an individual, case to case basis.

Applicants who are refused entry to a course have the right to appeal this decision to the Head of School of the appropriate campus and then to the CEO, if the response is not satisfactory, and to receive a written explanation as to the grounds for refusal of entry.

AIE actively promotes equity in access to, and participation in, vocational education and training. It applies the principle of 'reasonable accommodation' in providing support for students from equity groups. This support is provided on an individual, case by case basis.

Specific unacceptable behaviours

AIE encourages fairness, respect and courtesy amongst all members of its learning community. All members of the AIE community are entitled to a fair, safe and productive study and work environment that is free of all forms of harassment, bullying or vilification including:

Harassment, bullying and vilification

Racial vilification and racist behaviour

Sexual harassment

Discrimination on grounds of age, sex, marital status, pregnancy, sexuality or race

Discrimination on ground of disability

Discrimination on grounds of religion, political opinion, criminal record or trade union activity

Discrimination on ground of family responsibilities

Victimisation

Complaints

Staff, students and other members of the AIE community who have a grievance under any of the areas mentioned above are encouraged to follow the AIE Non-Academic Grievance processes available on AIE's website, intranet, student handbook or through its administration offices.

Student Privacy

AIE acknowledges and respects the privacy of students. It is required under the Privacy Act 1988 to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals. All records of grievances and their outcomes must be stored and kept strictly confidential.