

Address: PO Box 70, Blaxcell NSW 2142**Website:** www.iame.com.au/training-education | **Email:** training@iame.com.au | **Phone:** (02) 9782 1100

PO-56 ACCESS EQUITY POLICY

1. Purpose

The Institute of Automotive Mechanical Engineers (IAME), RTO 90409, is committed to providing access to education and training services on an equitable basis for all learners, regardless of personal characteristics or background.

This policy supports fair treatment in accordance with the **Standards for RTOs 2025** and complies with relevant Commonwealth and State anti-discrimination and equal opportunity legislation.

It forms a core component of IAME's RTO **Quality Management System (QMS)** and links directly to policies that govern behaviour, privacy, misconduct, support services, and educational integrity.

2. Scope

This policy applies to all:

- Students and prospective students
- Trainers, assessors, support staff, contractors
- Board members and executives
- Education and training services offered by IAME RTO 90409

This policy must be implemented in parallel with the **PO-44 Confidentiality Policy** and **PO-61 Non-Disclosure Policy**, **PO-53 Misconduct Policy**, and **PO-57 Harassment and Anti-Bullying Policy**. Any breach will be addressed under the relevant misconduct and complaints procedures.

3. Policy Statement

The IAME RTO recognises and values the diversity of its learner population. All individuals have the right to:

- Equal opportunity to learn and succeed
- Access to culturally safe, inclusive, and supportive environments
- Freedom from discrimination, harassment, victimisation, and vilification
- Adjustments and support based on individual learning, cultural, or physical needs
- Protection of personal and sensitive information in accordance with the **PO-10 Privacy Policy** and the **PO-44 Confidentiality Policy** and **PO-61 Non-Disclosure Policy**.

The IAME RTO prohibits all forms of discrimination and exclusion on the basis of:

- Race, colour, national or ethnic origin
- Gender or gender identity
- Age
- Marital status or family responsibilities
- Disability or health condition
- Sexual orientation
- Religion or political conviction
- Socioeconomic background
- Educational history or LLND limitations

4. Responsibilities

All IAME RTO staff and contractors are responsible for implementing this policy through:

- Fair and respectful engagement with all students
- Culturally responsive teaching and assessment
- Appropriate use of language, examples, media, and learning content
- Prompt response to access and equity concerns
- Maintaining confidentiality and sensitivity

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The RTO Board of Directors, RTO CEO, and HMA are responsible for:

- Ensuring systemic access and equity practices
- Reviewing data to identify barriers or trends
- Overseeing compliance with legal and ethical obligations
- Supporting regular review and implementation of this policy

5. LLND and Reasonable Adjustment

Students with language, literacy, numeracy, or digital (LLND) challenges are identified through the process defined in the **PO-52 LLND Policy**.

The IAME RTO will provide reasonable adjustment in accordance with the Principles of Assessment without compromising competency outcomes. This may include:

- Simplified or accessible materials
- Assistive technology
- Additional time or support
- Modified assessment formats

All adjustments are recorded securely and protected under the **PO-44 Confidentiality Policy** and **PO-61 Non-Disclosure Policy**. Misuse or neglect of support obligations may result in action under the **PO-53 Misconduct Policy**.

6. Inclusion and Cultural Safety

The IAME RTO is committed to an inclusive culture that affirms:

- Aboriginal and Torres Strait Islander cultural protocols
- Recognition of cultural and religious differences in assessment and scheduling
- Inclusive language and representation across all resources
- Cultural awareness training for staff (linked to **PO-15 Trainer CPD Policy**)
- Respectful acknowledgement of diversity in student backgrounds

Cultural insensitivity, exclusion, or unconscious bias must be reported through internal channels. Incidents will be managed under the **PO-53 Misconduct Policy** or the **PO-11 Complaints and Appeals Policy**, depending on the context.

7. Student Behaviour and Misconduct

Students are expected to demonstrate respect and inclusion, as outlined in the **PO-38 Student Code of Conduct**. Behaviour that breaches the principles of access and equity includes:

- Bullying or harassment (see: **PO-57 Harassment and Anti-Bullying Policy**)
- Discrimination or exclusion
- Offensive, racist, or sexist language
- Sabotaging group tasks or learning opportunities

Any such behaviour constitutes a breach of the **PO-53 Misconduct Policy** and will be subject to investigation. Outcomes may include mediation, formal warning, or exclusion depending on severity.

8. Complaints and Reporting

Students and staff are encouraged to raise access and equity concerns early via the **PO-11 Complaints and Appeals Policy**.

- All reports will be treated confidentially and sensitively
- Retaliation against complainants will not be tolerated
- Records will be securely maintained under the **PO-28 Records Management Policy**

Students and staff are protected under both anti-discrimination law and the **PO-44 Confidentiality Policy** and **PO-61 Non-Disclosure Policy** when making reports.

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9. Monitoring, Data, and Improvement

The IAME RTO collects data on access and equity implementation through:

- Student surveys and feedback
- Complaints trends
- LLND and support services usage
- Participation and completion data by demographic cohorts
- Validation and audit outcomes (see: **PO-27 Assessment Validation Policy**)
- Trainer performance and engagement (see: **PO-15 Trainer CPD Policy**)
- Cyber and IT access reports (see: **PO-31 Cyber Security and ICT Policy**)

Findings are used to identify systemic gaps and are reported in the Continuous Improvement Register. Targeted actions are taken to improve access, resources, support, or training.

10. QMS and Policy Integration

This **PO-56 Access and Equity Policy** is integral to the IAME RTO Quality Management System (QMS). It must be applied in concert with the following:

- **PO-44 Confidentiality Policy**
- **PO-61 Non-Disclosure Policy**
- **PO-53 Misconduct Policy**
- **PO-52 LLND Policy**
- **PO-57 Harassment and Anti-Bullying Policy**
- **PO-10 Privacy Policy**
- **PO-38 Student Code of Conduct**
- **PO-11 Complaints and Appeals Policy**
- **PO-15 Trainer CPD Policy**
- **PO-27 Assessment Validation Policy**
- **PO-27 Assessment Validation Policy**
- **PO-48 Continuous Improvement Policy**
- **PO-31 Cyber Security and ICT Policy**
- **PO-03 Board Governance and Director Responsibilities Policy**

Failure to implement this policy may result in legal, ethical, and regulatory breaches and will be addressed in accordance with IAME's RTO internal governance and compliance framework.

11. Monitoring and Review

The policy will be reviewed annually to ensure alignment with regulatory requirements and industry standards.

Document Control Information and History				
Version	Date	Created / Modified	Created by	Approved by
V1.0	01/09/2022	Created	Michael Wentworth RTO Compliance Consultant	Peter Blanshard Chief Executive Officer – IAME / RTO
V2.0	22/07/2025	Modified	Peter Blanshard Chief Executive Officer – IAME / RTO	Jeffrey Richards Chairperson: IAME Board of Directors

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