

# Equity and Diversity Policy and Procedure

## 1. Purpose

The Institute is committed to equity, diversity and inclusion in all its activities. The Institute affirms that it is an organisation that is diverse, fair and inclusive, as well as respectful of the rights and wellbeing of its staff and students.

## 2. Scope

This policy and procedure will apply to all staff and students of the Institute, including the Executive Directors, external Board and Committee members and contractors.

## 3. Definitions

Term	Definition
Adjustment	measures made to enable equitable access and/or participation in employment or education for people from particular sub-groups.
Diversity	(and diverse) includes the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.
Indigenous	means an indigeneous Australian person who has Aboriginal and/or Torres Strait Islander descent, who also identifies as an Aboriginal and/or Torres Strait Islander person.
sub-groups	people who identify from specific diverse groups.

## 4. Policy Statement

The Institute is committed to the concept of equity and diversity in higher education, to enable each student to realise his or her full potential. The Institute aims to provide students with access to an education and a learning environment that is fair, just and non- discriminatory.

The Institute is also committed to providing equal opportunity of access, participation and advancement in employment, with a workplace free from discrimination or harassment.

The Institute recognises that specific adjustments may need to be provided to address equity and diversity issues and support diverse sub-groups.

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Original Issue:  
Reviewed by Policy Committee (PC):  
Approved by Executive Management Committee (EMC):  
Endorsed by the Board of Directors (BOD):  
Current Version:  
Date of review extend by EMC:  
Review Date:

17 November 2017  
2 November 2017  
04 December 2017  
15 December 2017  
15 December 2017  
13 June 2023  
13 December 2027  
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## 5. Procedure

### 5.1. Teaching and Learning

The Institute will develop courses and units that are designed to accommodate student diversity and allow opportunities for academic success.

### 5.2. Indigenous participation

The Institute will:

- provide culturally appropriate assistance with pre-enrolment, unit selection and orientation, together with a mentor program and flexible tutorial support;
- ensure that enrolled Indigenous students studying with the Institute have the support they need to enjoy and complete their studies by improving academic and personal support;
- monitor Indigenous participation and completion rates and where required make appropriate equivalent adjustments to course content and delivery;
- aim to assist indigenous graduates to succeed in their chosen career.

### 5.3. Students with a disability

The Institute will make reasonable steps to enable students with a disability to apply for and participate in a course on the same basis as other students, by implementing measures to minimise discrimination (such as promoting this policy and training managers and staff in respectful non-discriminatory behaviour).

Reasonable adjustments will also be made by the Institute to:

- assist a student with a disability to apply for admission or enrolment;
- participate in the course; and
- use facilities or services on the same basis as a student without a disability.

### 5.4. Workplace

The Institute acknowledges that the provision of respect and diversity in the workplace is the foundation of equal opportunity of employment. A workplace culture that is respectful, courteous and fair, and that values individual differences, is a core aspect of the Institute activities in the building of a positive workplace culture.

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## 6. Responsibilities

### 6.1. The Institute-

The Institute will provide an inclusive and welcoming environment for all students and staff.

### 6.2. Student Experience Committee-

The Student Experience Committee will monitor student progress and performance by identifiable subgroups with the findings informing the Committees recommendations for appropriate adjustments to:

- admission policies;
- teaching, learning and support services;
- intervention strategies; and
- program suitability for student learning and development needs.

### 6.3. All staff-

All staff, including the Executive Directors, external Board and Committee members and contractors, are expected to model respectful and inclusive behaviours in the Institute through their dealings with each other and the Institute community.

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## 7. Implementation and communication

This policy and procedure will be implemented and communicated through the Institute via:

- the Institute's website;
- Internal circulation to staff;
- Student handbooks;
- as part of Staff professional development and meetings.

## 8. Legislation

Commonwealth legislation:

Age Discrimination Act 2004

Australian Human Rights Commission Act 1986 Disability Discrimination Act 1992

Disability Standards for Education 2005

Higher Education Framework (Threshold Standards) 2015 Racial Discrimination Act 1975

Sex Discrimination Act 1984

Victorian legislation:

Equal Opportunity Act 2010

New South Wales legislation:

Anti-Discrimination Act 1977

Institute documents:

MIT Admissions Policy and Procedure

MIT Equal Opportunity Policy and Procedure MIT Staff Code of Conduct

Student Charter

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