



Equity and Diversity Policy and Procedure

Purpose	Sets out the Institute's approach to equity and diversity for both students and staff.
Location	The policy is maintained on the Pydio - File Sharing Platform (http://ee.edu.au)
Responsible executive	Principal
Responsible office	Principal's Office
Contact officer	
Effective date	1 Dec 2017
Review date	1 Dec 2019
Modification history	No pre-existing policy
Related documents	
Authority	To be approved by Council

1. Purpose

EEl, as a registered provider of higher education in Australia strives to implement the broad requirements noted in Part A, Section 2.2, of the Higher Education Standards Framework on Diversity and Equity. The purpose of this policy and procedure is to ensure the recognition and support of equity and diversity within both student and staff body at the Institute. This is in recognition of the International, State and Federal legislation.

2. Scope

Relevant to all Elite Education Institute's students and staff.

3. Principles

EEl values equity and diversity and chooses to embed these values in its staff, students, academic courses and the student experience. To promote these values, EEl:

- 3.1 Celebrates and encourages the diversity of the students from all sections of society through inclusive policies, workplace, administrative and teaching practices;
- 3.2 Promotes a fair and equitable environment to respect social and cultural diversity.
- 3.3 Supports and encourages students and staff to achieve their full potential through positive work in culturally sensitive and inclusive environment.
- 3.4 EEl's policies, practices and approaches to teaching and learning are designed to accommodate student diversity.
- 3.5 Provides an education and learning environment free from unlawful discrimination, harassment and violence; and
- 3.6 Promotes an awareness of their rights and responsibilities to both students and staff as members of the Australian tertiary sector and society.



4. Practices

EEl takes the following action to support student equity and diversity and to monitor the academic progress of students:

- 4.1 Admissions requirements ensure that admitted students have the academic preparation and proficiency in English required to fully participate in their course of study, and there are no known limitations that would be expected to impede their progression and completion.
- 4.2 Prospective and current students receive accurate, relevant and timely information through the EEl website <http://ee.edu.au/course-information/>; <http://ee.edu.au/admission-requirement/> to enable informed decision making about educational offerings, services and experiences.
- 4.3 Prior to acceptance of an offer, EEl provides prospective students access to current academic governance policies and requirements <http://ee.edu.au/forms-policy/>.
- 4.4 EEl tailors student orientation programs to meet the needs of student cohorts, to assess the needs and preparedness of individual students and cohorts, and to ensure that students have equivalent opportunities for successful transition into and progression through their course of study, irrespective of their educational background, entry pathway, mode or place of study.
- 4.5 EEl ensures that students are aware of their obligations, rights and responsibilities under Australian Law, where relevant.
- 4.6 EEl provides access to support services for the wellbeing and safety of students, including support for mental health and disability.
- 4.7 EEl provides ease of access to learning resources for students and does not present unexpected barriers, costs or technology requirements. Students have access to learning support services that are consistent with the requirements of their course and mode of study, and with consideration to the learning needs of student cohorts.
- 4.8 EEl undertakes cycles of review and improvement to demonstrate successful implementation of evidence-based improvements arising from the reviews.
- 4.9 EEl maintains institutional data systems capturing relevant information for the monitoring of participation, progression and completion of students in their course of study.