

# ACCESS, EQUITY AND MUTUAL OBLIGATION POLICY & PROCEDURE

## Introduction

The Australian Academy of Commerce (AAC) is committed to providing a learning and working environment that is inclusive, respectful and supportive for all students and staff. This policy ensures compliance with the Standards for Registered Training Organisations (RTOS) 2015, the Education Services for Overseas Students (ESOS) Act 2000, National Code 2018 and ELICOS Standards 2018, fostering equity and eliminating discrimination.

## Purpose

The purpose of this policy is to ensure that AAC fosters an inclusive, equitable and supportive learning and working environment. It is designed to promote fair treatment, eliminate discrimination and encourage mutual respect and collaboration among students, staff and stakeholders to support both academic and personal success.

## Scope

This policy applies to all students (domestic and international), staff and stakeholders of AAC. It outlines the principles of access and equity in enrolment, training and assessment, and support services, as well as mutual obligations between AAC and its students.

## Policy Statement

AAC ensures equitable access to education and training for all students and staff, irrespective of gender, age, disability, socioeconomic background, ethnic origin, or any other characteristic protected by Australian anti-discrimination laws. AAC actively encourages participation from traditionally underrepresented groups and supports their needs through reasonable adjustments and targeted support services.

AAC promotes a culture of mutual obligation, fostering collaboration between students and the Academy to achieve successful training and assessment outcomes. This partnership is grounded in respect, equity, fairness and the principles of equal opportunity. Students have the right to be treated with respect, work in a safe and cooperative environment, and have disputes resolved fairly. In return, they expected to uphold the standards such as academic integrity, timely submission of work, and adherence to payment and attendance requirements.

AAC will:

- Provide a non-discriminatory enrolment process and learning environment.
- Ensure fairness and transparency in all training, assessment and administrative practices.
- Deliver culturally inclusive training services and support to students with special needs.
- Encourage mutual respect and understanding among students, staff and stakeholders.

## Definitions

<b>Access</b>	Ensuring all individuals have equitable opportunities to enrol, learn and succeed.
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<b>Equity</b>	Fair treatment and support tailored to individual needs and circumstances.
<b>Individual Support Plan (ISP)</b>	A personalised plan that outlines the specific support, services, and strategies required to meet an individual's unique needs, goals, and preferences.
<b>Reasonable Adjustment</b>	Modifications made to training or assessment processes to accommodate individual needs without compromising outcomes.

## References

- ELICOS Standards 2018
- ESOS Act 2000
- ESOS National Code 2018: Specifically, Standard 6
- NVR Act 2011
- Standards for RTOs 2015
- Anti-Discrimination Legislation: Disability Discrimination Act 1992, Racial Discrimination Act 1975 and Sex Discrimination Act 1984.

## Related AAC Policies and Procedures

- Bullying, Discrimination and Harassment Policy and Procedure
- Course Progression and Risk Intervention Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Orientation and Transition Policy and Procedure
- Sexual Assault and Sexual Harassment Policy and Procedure
- Student Code of Conduct
- Student Handbook
- Student Enrolment and Admissions Policy and Procedure
- Support for Students Policy and Procedure
- Workplace Health and Safety (WHS) Policy and Procedure

## Access, Equity and Mutual Obligation Procedure

### 1. Access

#### 1.1 Enrolment Process

- AAC guarantees a non-discriminatory enrolment process for all students.
- Enrolment decisions are based on merit and minimum course entry requirements.

#### 1.2 Facilities

- AAC ensures facilities provide reasonable access for students with varying mobility and capacity levels.
- Students whose access requirements cannot be met will be referred to alternative providers.

#### 1.3 Staff Training

- Staff receive ongoing training in access, equity and cultural awareness and support for students with diverse needs.

### 2. Equity

#### 2.1 Fairness and Equal Opportunity

- AAC complies with Australian anti-discrimination legislation to ensure fair treatment.
- All students are entitled to study in an environment free from harassment, bullying and discrimination.

#### 2.2 Inclusive Practices

- AAC training services are delivered in a non-discriminatory, open and respectful manner.
- AAC delivers training services that cater to diverse learning styles and backgrounds.
- AAC provides resources and support tailored to the individual needs of students from disadvantaged or minority groups.

### 3. Mutual Obligation

- A culture of mutual obligation between the student, trainer and assessors and AAC is supported by the terms outlined in AAC's *Student Code of Conduct* and AAC's *Staff Code of Conduct*.
- During Orientation the Student Code of Conduct will be explained and each student will be required to sign the Declaration of Understanding to confirm they have read and agreed to the terms.
- A copy of this signed declaration will be kept in each student's file.

### 4. Support Services

Staff are appropriately skilled in access and equity issues, including cultural awareness and sensitivity to the requirements of students with special needs.

#### 4.1 Student Support

- Students are informed of available support services during orientation and through the Student Handbook.
- Services include academic and non-academic support, counselling and referrals to external services for specialised support.
- Staff are trained to recognise and address student's diverse needs, collaborating with the Student Services Office (SSO) to develop Individual Support Plans (ISP) where necessary.

#### 4.2 Learning Support

- AAC trainers employ strategies to address diverse learning styles to ensure academic success.
- Reasonable adjustments are made to accommodate individual needs in assessments and learning environments.

### Roles and Responsibilities

Role	Responsibility
CEO	Provide strategic leadership, ensure compliance with legislative and regulatory requirements, and promote a culture of access, equity, and mutual obligation across AAC.
Compliance Officer	Monitor and review policies to ensure alignment with legislative and regulatory requirements and recommend updates to maintain compliance and best practice.
Director of Studies VET / Director of Studies ELICOS	Oversee the implementation of access and equity principles in academic operations, ensuring inclusive teaching practices and equitable learning environments.
Student Services Officer (SSO)	Provide information on support services and assist students in accessing required services.
Staff	Uphold access, equity and mutual obligation principles in all activities; participate in ongoing training; support students with diverse needs and contribute to a respectful inclusive environment,
Students	Respect the rights and diversity of other and actively engage in a positive learning environment.

### Monitoring and Review

AAC is dedicated to continuously improving access and equity by.

- Collecting feedback from students of the effectiveness of access and equity.
- Implementing updates based on reviews and feedback.
- Reviewing this policy annual to ensure compliance and effectiveness.

### Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2025	New policy for AAC.	CEO	17 Feb 2025	Compliance Team	Jan 2026



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*Explore. Learn. Achieve.*

## Policy and Document Information

<b>Author:</b>	Compliance Team
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