

## POLICY & PROCEDURE

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### Purpose

The purpose of this policy and procedure is to support Racing Queensland in managing its VET regulatory requirements under the Australian Skills Qualify Authority (ASQA) Standards for Registered Training Organisations (RTO) 2015 and the Queensland Vocational Education and Training Skilled Assured Supplier Agreement.

### Scope and context

This document applies to all RQ staff and applies to all data collected by RQ that is relevant to the quality of education, student experience and RQ's quality management system.

This policy is to promote fair and equal access, for all students and potential students, regardless of characteristics such as their gender, sexuality, race, nationality, ethnic background, age, marital status, religion, pregnancy, political convictions, physical disability or intellectual impairment.

This policy seeks to create a training and education environment free from all forms of discrimination and harassment, including sexual harassment, bullying and cyber-bullying and which enables all students to participate in their chosen education program in a safe, inclusive and supportive environment.

From January 1, 2020, Queensland's historical Human Rights Act 2019 will be in place. The Act is an acknowledgement of the dignity and worth of all people, recognising that the equal human rights of everyone are part of a democratic and inclusive Queensland. Racing Queensland acknowledges that we all have a responsibility to respect, protect and promote human rights and that any work performed by the RTO will ensure consideration of these rights. Any complaints can be handled as per the RQ Complaints Policy and Procedures.

The Access and Equity policy covers three broad areas: Discrimination, Harassment and Affirmative Action. Each of these areas is supported by legislation at the State or Federal level; this includes but is not limited to the following:

- Federal Legislation:
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Workplace Gender Equality Act 2012 and
- Fair Work Act 2009
- Human Rights Act 2019.
- State Legislation:
- Queensland Anti-Discrimination Act 1991.



➤ Queensland Anti Cyber-Bullying Taskforce 2019

Recommendation 20 tasks all Education Institutes with the implementation, reporting and responding to cyberbullying amongst student bodies.

Access and Equity, Anti Bullying and Human Rights Procedure

All students are recruited in an ethical, responsible and equitable manner adhering to Equal Opportunity legislations and consistent with the requirements of the training package.

All students have the right to a safe learning environment. Bullying, including cyber bullying, harassment and violence are totally unacceptable behaviour and will be dealt with immediately through the proper channels.

Racing Queensland recognises the Human Rights of all students to be treated with respect and with consideration of their basic human rights. If a student wishes to make a complaint, they are to follow the advice given in the Complaints and Appeals Policy. If there are any complaints relating to Racing Queensland's exercise of authority or human rights complaint relating to Racing Queensland's activities, the matter will be discussed and resolved between DESBT and RTO Operations Manager.

Students are informed of the Access and Equity Policy in the Student Handbook.

## Version History

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