



DIVERSITY AND EQUITY POLICY

1. Overview

This policy sets out Skyline Higher Education Australia's ("SHEA") commitment to diversity and equity in all its dealings with individuals. This commitment also reflects the intent of Standard 2.2 of the *Standards for Higher Education*¹.

Diversity is about valuing people's differences. Equity means making sure that people are treated fairly and have equal access to services.

To achieve this commitment SHEA will:

- provide an inclusive and supportive learning environment for staff and students,
- recognise, encourage and celebrate students from all sections of the society,
- promote fairness, equity and respect for social and cultural diversity,
- ensure that staff and students are aware of their rights and responsibilities as members of the SHEA community

2. Responsibility

People are sometimes treated unfairly because of their characteristics, such as:

- Age;
- Disability;
- Race, ethnicity or colour;
- Religion or belief;
- Gender or sexual orientation;
- How they dress or what they look like;
- Where they live or their socio-economic background.

All of SHEA's stakeholders have a responsibility to apply the principles of diversity and equity in policies, practices and behaviours. Furthermore, SHEA has a responsibility to provide guidance and training on diversity and equity to both students and staff.

In summary SHEA will make sure that:

- policies, practices and behaviours are fair for everybody;
- staff treat everyone fairly and are appropriately trained on what they need to do;
- practices and procedures do not disadvantage anybody and are reviewed regularly for fairness.

¹ Higher Education Standards Framework (Threshold Standards) 2021
<<https://www.legislation.gov.au/Details/F2021L00488>>

3. Putting the policy into practice

SHEA will put this policy into practice through embedding the principles of diversity and equity into relevant policies and procedures as follows:

3.1 Student & staff conduct

Related documents:

- *POL021 Student Code of Conduct and Disciplinary Policy*
- *HRM010 Staff Handbook*

Through these documents SHEA will encourage staff and students to:

- treat others with respect at all times, and promote an environment free of all kinds of bullying and harassment;
- actively discourage discriminatory behaviours or practices; and
- participate in training and learning opportunities that would enable them to adopt best practice.

3.2 Student selection and admissions

Related document:

- *POL026 Student Admissions Policy and Procedure*

Through this policy SHEA promotes a fair, open and transparent procedure for the recruitment of students.

This policy also provides for special consideration in relation to the recruitment and admission of Aboriginal and Torres Strait Islander peoples.

3.3 Student assessment and progression

Related documents:

- *POL020 Student Assessment Policy and Procedure*
- *POL025 Student Progression and Exclusion Policy and Procedure*

Through these policies SHEA promotes fair and transparent procedures for student assessment, progression and attainment of awards.

These policies also provide for special consideration for the assessment and progression of Aboriginal and Torres Strait Islander peoples.

3.4 Student grievances and appeals

Related document:

- *POL024 Student Grievance Handling Policy and Procedure*

Through this policy SHEA ensures that the views of each students making complaints and respondent are respected and that any party to a grievance is not discriminated against nor victimised.

3.5 The learning environment

Related documents:

- *PLN005 Learning and Teaching Plan*
- *PL001 Quality Assurance Framework [section 6.2]*

SHEA will ensure that approaches to learning and teaching are designed to accommodate student diversity, including the under-representation and/or disadvantage experienced by identified groups, and create equivalent opportunities for academic success regardless of students' backgrounds.

Data will be collected about participation, progress, and completion by identified student subgroups, analysed, monitored and the findings will be used to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.

3.6 Staff recruitment

Related document:

- *POL017 Staff Recruitment and, Appraisal Policy and Procedure*

Through this policy SHEA:

- promotes a fair, open and transparent procedure for the recruitment of staff; and
- provides fair and accessible opportunities for professional development and promotion of staff.

3.7 Policy and communications generally

When developing or reviewing policies and procedures SHEA will:

- ensure that any new or updated policies and procedures are analysed for any adverse impact they might have on diversity and equity, and take any necessary action to mitigate this; and
- promote the use of inclusive language and avoid the use of words or phrases which are discriminatory or exclusive in all publications and correspondence.

4. Publication

To publicise and raise awareness of SHEA's *Diversity and Equity Policy* this document will be published on SHEA's website: www.shea.edu.au/policies-and-forms so that it is available to all individuals.

5. Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	31 August 2022	Document creation and initial approval

Document owner: CEO