



IHM[®]
Institute of Health and Management

Access and Equity Policy and Procedure

Purpose

IHM is committed to providing all students with equal benefits and opportunities to pursue their learning and development. This document sets out the policies and procedures by which Institute of Health & Management Pty Ltd (IHM) will ensure that students are treated in a fair and equitable manner.

Scope

This policy applies to IHM staff and students.

Responsibility

The Quality Assurance and Compliance Manager has responsibility for ensuring that all IHM operations adhere to this policy.

Definitions

Access and equity: This phrase refers to the provision of access on an equitable basis. In the context of IHM it relates to access to the courses of study and other educational services offered and implies that participation in those courses and access to those services be free from arbitrary or discriminatory restriction.

Diversity: Refers to the uniqueness of individual people and the multiplicity of their attributes. The term has the positive connotations of suggesting the presence of a wealth of cultures and an abundance of perspectives and insights.

Access and Equity principles include:

- Equity for all people through the fair and appropriate allocation of resources
- Equality of opportunity for all people without discrimination
- Access for all people to appropriate quality teaching and assessment services
- Increased opportunity for people to participate in training

Principles

Providing and Promoting Non-discriminatory Processes: IHM is committed to providing and promoting non-discriminatory, inclusive practices and processes to provide equal opportunities for all students to achieve their learning outcomes and strives to ensure that its decision making processes reflect a commitment to access and equity and treat all students or prospective students fairly.

Avoidance of the Creation of Artificial Barriers: IHM will actively seek to avoid processes and policies that have the potential to increase barriers to participation in our courses. We acknowledge that many applicants and students face barriers to participation that are beyond our control, but are committed to minimising the impact of those barriers, not compounding it.

Respect for Students' and Applicants' Information: IHM will respect the rights of students and applicants to choose with whom information about them may be shared. For example, if a student discloses that they have a disability during enrolment, they will be asked whether they give informed consent for it to be discussed with teaching staff for the purpose of meeting their needs through adaptations to teaching and learning.

Compliance with Legislative and Ethical Obligations: IHM will take all reasonable steps to ensure that our policies, procedures and practices meet our legislative and ethical obligations.

Continuous Improvement: IHM will make ongoing improvements to our policies, procedures and practices to ensure that they reflect any student feedback, research into best practice and changes to legislation.

Admission Procedures

The Admission Policy and Procedure has been written in accordance with the principles outlined in this policy. It ensures that, should demand for places exceed supply, selection is on a fair and equitable basis.

Course Design

IHM courses are designed in accordance with the principle of 'avoidance of the creation of artificial barriers'. Where a course is designed to prepare students for work in a specific profession or vocation, the requirements for participation will be set with reference to the demands of that occupation, but will not be exaggerated or over emphasised.

Support Services for those with Special Needs

The Student Support Policy and Procedure and Disability Policy and Procedure set out a variety of services that are offered by IHM in order to assist students with special needs. Should a student who has special needs apply to participate in a course of study at IHM and have needs beyond what is already provided, reasonable steps will be taken to enable participation, provided that they do not exceed our capability or negate commercial viability. Those reasonable steps may include:

- The use of adaptive/assistive technology;
- Educational support;
- Alternative assessment methods;
- Extra time to complete a course or assessment;
- Learning support for basic literacy or numeracy difficulties.

Accessibility of Teaching and Learning Materials

The online course delivery methods chosen for some IHM courses provide many advantages in terms of overcoming barriers to participation in study. In the case of students with a physical disability or other special needs, travelling to a physical location can add additional barriers and we avoid this by teaching them online. However, there are still specific measures needed to provide access for students with special needs. Therefore, IHM will provide information and resources with regard to screen reading and voice recognition software and other adaptive technologies and techniques that can help to enable study.

In the case of courses delivered on campus, IHM will ensure that access to facilities is available to all students. Course materials can be modified for individual needs.

Complaints and Appeals

Individuals who consider that they have been treated unfairly are encouraged to discuss the matter with a staff member and seek informal resolution. Where this is not possible or where the matter cannot be resolved informally, students may lodge a formal complaint by following the procedures outlined in the Complaints and Grievances Policy and Procedure.

Supplementary Information

Related policies/procedures:

- Complaints and Grievances Policy and Procedure
- Teaching and Learning Policy and Procedure
- Student Support Services Policy and Procedure

Benchmarking: Not applicable

Supporting research and analysis: Not applicable

Related documents:

- Related legislation: Anti-discrimination Act 1997
- Age Discrimination Act 2004
- Disability Discrimination Act 1992 (including Disability Standards for Education)
- Disability Discrimination Act 2005
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

Guidelines: Not applicable