

 <p>Catholic Regional College Institute Of Training RTO 22427</p>	<h2>Catholic Regional College Institute of Training</h2> <h3>Registration No. 22427</h3>		
<b>Department</b>	Vocational Education & Training		
<b>Quality Controlled Document Title</b>	Access, Equity and Anti-Discrimination Policy	<b>Date</b>	March 2026
<b>Version</b>	8	<b>Review</b>	March 2027

## Purpose

This policy ensures that Catholic Regional College Institute of Training (CRCIT) meets the requirements of the Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration and the guidelines of the Victorian Registration and Qualifications Authority (VRQA) for Vocational Education and Training providers.

CRCIT is committed to providing fair, inclusive and equitable access to education and training and ensuring that no learner or staff member is discriminated against on any unlawful basis.

As a Melbourne Archdiocese Catholic Schools (MACS) school-based Registered Training Organisation operating within Catholic Regional College Sydenham (CRCS), CRCIT promotes a learning environment based on respect, dignity, fairness and inclusion consistent with Catholic values.

## Scope

This policy applies to:

- All students enrolled in CRCIT vocational education and training programs
- All CRCIT trainers, assessors, staff and contractors
- Visitors and other participants involved in CRCIT activities.

## Policy

CRCIT is committed to ensuring that:

- vocational education and training services are accessible and equitable
- learners are able to participate regardless of background or individual circumstance
- discrimination, harassment, bullying and victimisation are not tolerated
- reasonable adjustments are made to support students with disability, language, literacy or numeracy needs

CRCIT values the diversity of its learning community and recognises that students may face barriers related to:

- age
- gender
- cultural or ethnic background
- disability
- sexuality
- language
- literacy and numeracy levels
- socioeconomic circumstances.

CRCIT is committed to ensuring that such barriers do not prevent access, participation or achievement of learning outcomes.

## Legislative Framework

CRCIT complies with all relevant Commonwealth and Victorian legislation relating to discrimination and equal opportunity, including:

### **Commonwealth legislation:**

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Fair Work Act 2009

### **Victorian legislation:**

- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities Act 2006

These laws protect individuals from discrimination on the basis of attributes including:

- race or ethnic origin
- sex, pregnancy or marital status
- disability
- age
- sexual orientation
- gender identity or intersex status.

# Discrimination

## Direct Discrimination

Direct discrimination occurs when a person is treated less favourably because of a protected attribute.

## Indirect Discrimination

Indirect discrimination occurs when a policy, rule or practice appears neutral but disproportionately disadvantages individuals with a protected attribute.

CRCIT will take reasonable steps to eliminate both direct and indirect discrimination in its operations.

# Harassment

Harassment is unwelcome behaviour that:

- is based on a protected attribute, and
- humiliates, intimidates or offends a person.

Harassment may include:

- verbal abuse
- offensive jokes or comments
- displaying offensive material
- unwanted physical contact
- threats or intimidation.

## Types of Harassment

There are many types of harassment. These can range from direct forms, such as physical and verbal abuse, threats, name-calling, and sexual advances to less direct forms such as where a hostile work environment is created, but no direct attacks are made on the individual.

Examples of verbal harassment:

- sexual comments, advances, or propositions
- racist comments or jokes
- spreading rumours
- belittling someone's work or contribution
- belittling someone on the basis of the attributes listed
- repeated unwelcome invitations
- obscene telephone calls, unsolicited letters, faxes, and emails.

Examples of non-verbal harassment:

- putting offensive material on notice boards, computer screen savers, emails
- displaying sexist or racist cartoons or literature
- demoting, failing to promote, or transferring someone because of the attributes listed
- mimicking someone with a disability
- practical jokes which are unwelcome
- isolating someone with the intention of ignoring or being cold to them
- offensive gestures.

Examples of physical harassment:

- hitting
- pushing
- shoving
- throwing objects at a person.

Examples of sexual harassment

Subtle (not always obvious) forms of harassment tend to be the most common.

They include:

- offensive staring and leering
- offensive comments about a person's physical appearance or sexual preference
- offensive comments or jokes
- questions or comments about another's sexual morality
- physical contact e.g., Brushing up against another's body
- offensive name-calling.

Explicit (obvious) forms are easier to identify as they often involve offensive or intimidating behaviour. They include:

- pinching, patting, touching, embracing
- repeated requests to go out with someone, especially after prior refusal
- offensive jokes and comments
- sexually provocative remarks
- displays of sexually graphic material
- requests for sexual favours.

## Responsibilities of CRCIT

As a school-based Registered Training Organisation operating within Catholic Regional College Sydenham (CRCS) and governed by Melbourne Archdiocese Catholic Schools (MACS), Catholic Regional College Institute of Training (CRCIT) operates in accordance with both MACS system policies and procedures and CRCIT RTO-specific policies and procedures.

CRCIT policies and procedures must therefore be read in conjunction with relevant MACS policies. Where applicable, MACS policies provide the overarching governance framework, while CRCIT policies outline procedures specific to the delivery of vocational education and training.

As a MACS school-based RTO, CRCS and CRCIT have a legal responsibility to ensure that discrimination, bullying and harassment do not occur within the learning or working environment. If such behaviour does occur, it will be taken seriously and addressed promptly.

Any complaint relating to discrimination, harassment or bullying will be investigated in a fair, impartial and confidential manner. Appropriate action will be taken to ensure that the behaviour ceases. Where allegations are substantiated, appropriate warnings, corrective measures or disciplinary action may be applied in accordance with MACS and CRCIT policies.

All complaints will be managed confidentially and in accordance with:

- relevant MACS policies and procedures – i.e. code of conduct
- the CRCS College Complaints Handling Policy
- the CRCIT Complaints and Appeals Handling Policy

It is the responsibility of CRCIT and CRCS management to ensure that discrimination and harassment do not occur within the workplace or learning environment. The CEO, RTO Management Team and staff must model appropriate behaviour and must not engage in discriminatory or harassing behaviour towards staff, students, visitors or other members of the community.

Where members of the management team observe discrimination or harassment occurring, they are required to take immediate and appropriate action to stop the behaviour and advise the individual involved of the consequences should the behaviour continue.

CRCIT and CRCS management are also responsible for ensuring that all staff and students understand that discrimination, harassment and bullying will not be tolerated, and that complaints will be addressed in accordance with the relevant MACS, CRCS and CRCIT complaints handling procedures.

## Reasonable Adjustment

CRCIT will make reasonable adjustments to support learners with disabilities or additional needs.

Adjustments may include:

- modified learning materials
- alternative assessment methods
- additional learning support
- assistive technology
- flexible delivery arrangements.

Reasonable adjustments will:

- maintain the integrity of the training package
- not give the student an unfair advantage
- ensure valid assessment outcomes.

## Complaint Reporting and Support

CRCIT is committed to ensuring that the training and assessment environment is free from discrimination and harassment. All CRCIT staff members (including contractors) are aware that discrimination and harassment will not be tolerated under any circumstances.

Students who feel that they have been discriminated against or harassed should report this information to a trusted staff member at CRCIT. This will initiate a complaint-handling procedure that will be fair and transparent and will protect your rights as a complainant.

Alternatively, if a Student wishes to report an instance of discrimination, harassment or grievance to an agency external to CRCIT, they are advised to contact the National Training Complaints Hotline on 13 38 73 (select option 4) or by emailing [ntch@education.gov.au](mailto:ntch@education.gov.au), or the VRQA (Victorian Registration and Qualifications Authority) on 9637 2806 or visit the website at [vrqa.vic.gov.au](http://vrqa.vic.gov.au) and complete the online form.

## Student Services

CRCIT have implemented management systems to ensure effective student service from enrolment through to the completion of the chosen course of study.

Students or parents can phone CRCIT on 9361 0000 to discuss any welfare concerns, they can also be referred to one of our student welfare team members. Students can visit the student services building or ask their trainer for more information on a range of topics that may require further clarification.

## Related Documents

- Student Handbook
- Staff Handbook
- <https://cracs.vic.edu.au/about-us/policies/>