

Access and Equity Policy

Scope

This policy is applicable to Kaplan Business School Pty Ltd, (Kaplan).

Purpose

This Policy outlines the principles and standards that help Kaplan adhere with Commonwealth and State anti-discrimination legislation in the provision of education services.

Kaplan aims to provide access to and participation in a higher education study environment that fosters inclusive practice, equity, and respect for social and cultural diversity in which students have equal opportunities for their academic success.

Access and equity principles and standards

Kaplan is committed to:

- providing equal opportunity and promoting inclusive practices and processes for all students within the limits of its resources
- integrating the principles of access and equity in its policies and procedures to improve teaching, learning and the support strategies available to all students regardless of students' backgrounds.

Kaplan does not discriminate against people on the basis of age, race, colour, religion, ancestry, national origin, age, gender, sexual orientation, marital status, veteran status or physical or intellectual disability in the recruitment of students or the implementation of its policies, procedures and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Kaplan follows the principles set out under the [Disability Discrimination Act 1992 \(Cth\)](#) and the [Disability Standards for Education](#) (2005) formulated under that Act. It is also bound by other state and federal legislation relating to other forms of discrimination, including age, sex, and race. These principles are applied in the development and implementation of all learning and assessment strategies and throughout the student lifecycle from admission to graduation.

1. Admission to courses or programs is based solely on the applicant meeting published admission requirements and the availability of places.
2. Students with identified learning needs are consulted in relation to their study requirements and supported throughout their enrolment.
3. Course design is flexible and caters for a range of student needs and avoids non-inclusive and discriminatory language and examples.
4. Assessment processes and requirements are fair, valid, reliable and consistent with admission standards and course and subject's learning outcomes. All students are provided with adequate information about courses and subject assessment, prior to enrolment in the course.
5. Kaplan provides reasonable accommodation and special considerations within the learning environment for students with special needs through a range of services such as, but not limited to: reasonable adjustment for students with a disability, special consideration, physical access to premises. Kaplan also provides students with information on access to literacy, numeracy and counseling services. Refer to [Assessment](#) and [Reasonable Adjustment](#) policies for further information.

6. Complaints and appeals are addressed in a fair and equitable manner. Refer to [Complaints and Appeals Policy](#) for more information.
7. Adaptive technology is investigated, developed and made available where possible.

Related Policy

Admission Requirements Policy

Assessment Policy

Reasonable Adjustment Policy

Harassment and Bullying (*Prevention of*)

Code of Practice

Other related legislation

Laws and guidelines related to access and equity are available from the related Acts below.

Commonwealth legislation

- [Disability Standards for Education \(2005\)](#)
- [Disability Discrimination Act 1992](#)
- [Human Rights and Equal Opportunity Commission Act 1986](#)
- [Age Discrimination Act 2004](#)
- [Racial Discrimination Act 1975](#)
- [Sex Discrimination Act 1984](#)

States/Territories

Each State and Territory has relevant Acts that relate to discrimination, disability and/or equal opportunity. Students may wish to review these as well.

Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	Academic Dean or equivalent			
Review Date	March 2020			
Approved by				
Vice President, Academic on behalf of KBS Academic Board.				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Academic Quality and Governance Team	Policy reviewed for currency as per policy review cycle. Changes include: <ul style="list-style-type: none"> • Refinement of text for clarity and coherency, and • Introduction of Accountable Officers, related policy and version control tables. 	01.03.2017	16.03.2017