

# Inclusion, Diversity and Equity Policy

## 1. Purpose

Ikon Institute of Australia (Ikon) is committed to ensuring that all our students have an equal opportunity to fully participate in their education and succeed in their chosen course of study.

The terms 'diversity' and 'equity' as used in the *Higher Education Standards Framework (Threshold Standards) 2021* refer broadly to the creation of equivalent opportunities for access and success in Australian higher education for historically disadvantaged or underrepresented student populations, other groups protected in Equal Opportunity and anti-discrimination legislation.

The relevant Standards in the HES Framework require higher education providers to focus on ensuring equivalent opportunities for student academic success.

The purpose of this policy is to establish a set of principles that inform policies and practices at Ikon to ensure a learning environment that is inclusive, free from discrimination and harassment, and that acknowledges and values diversity.

## 2. Scope

This policy applies to all staff, students, and stakeholders, including anyone who is on Ikon premises, attending an Ikon event, or representing Ikon in any way, including through work placements, and online classes and activities.

## 3. Related Documents

This policy should be read in conjunction with the following Ikon policies:

- Domestic Student Admission Policy
- International Student Admission Policy
- Assessment Policy
- Recognition of Prior Learning and Credit Policy
- Grievance and Appeals Policy
- Student Code of Conduct
- Student Placement and Placement Code of Conduct Policy
- Reasonable Adjustment Policy
- Student Academic Progress Policy
- Sexual Assault and Sexual Harassment Policy
- Student Services Policy
- Learning Support Policy
- Student Handbook
- Orientation and Transition Policy

This policy and related documents can be accessed via the student and staff policy libraries.

## 4. Definitions

**"Discrimination"** means the negative treatment of an individual or group on the basis of race, sexual orientation, gender, religion, marital status, pregnancy, or other factors.

**"Diversity"** means the differences and similarities among individuals and groups of people.

**"Equity"** means the creation of opportunities for equal access and success among all students, including those from under-represented and/or disadvantaged groups.

**"Inclusion"** means embedding policies and practices into all aspects of service delivery by providing

equal access to opportunities and resources for students and staff who might otherwise be excluded or marginalized, such as those who experience physical or mental disabilities, and members of other minority groups.

**“Inclusive education”** means that all students are welcomed and are supported to access, contribute, and engage in all aspects of Ikon's community, including learning environments, course content and activities so that all students learn and participate together.

**“Inclusive teaching”** means that all teaching staff will provide engaging learning opportunities where all students can learn, in a safe and stimulating environment which enables students to explore and build on their talents and achieve relevant learning outcomes.

**“Orientation”** means a scheduled program of activities prior to the beginning of each trimester that provides students with opportunities to meet staff and other students, tour the campus, enrol in academic workshops and seminars, engage in social activities, learn more about Ikon and the services on offer, learn more about their rights and responsibilities as students, and access other important information.

**“Student with a diagnosed disability or additional learning need”** means a student enrolled or interested in enrolling in a course of study with Ikon who has a certified medical condition that may impair their ability to succeed academically.

## POLICY

### 5. Policy Statement

- 5.1 Diversity, inclusion, and equity are considered to be essential in the ongoing success of Ikon.
- 5.2 Ikon values diversity of knowledge thought and experience, and believes that a collaborative and inclusive culture is important for learning, teaching and research, and facilitates a positive staff and student experience. Equity in regard to representation of socio-economic status, gender, cultural diversity, indigenous Australians, disability, and sexual orientation are important to a fair and just Ikon community and a broader just society.

### 6. Principles

- 6.1 Ikon shall demonstrate a commitment to diversity through admissions, teaching and learning, marketing, and workforce management processes, in addition to ensuring that measures are in place to provide all students with equivalent opportunities to succeed.
- 6.2 Specific consideration shall be given to the recruitment, admission, participation, and completion of Aboriginal and Torres Strait Islander peoples.
- 6.3 Ikon considers safety and inclusivity to be central features of a supportive learning and teaching environment in which student health and wellbeing is prioritised. Safety and inclusivity are undermined by discriminatory behaviour, and thus Ikon shall eliminate all forms of discrimination from across all aspects of higher education delivered.
- 6.4 Ikon is dedicated to ensuring that all students have an equal opportunity to fully participate in their education and succeed in their chosen course of study. Ikon shall ensure that any student with a disability is accommodated by establishing accessible facilities, infrastructure, course delivery and assessment methods, and organisational procedures.
- 6.5 Ikon acknowledges the importance of ensuring that the learning environment reflects the diverse profiles of its students and is committed to ensuring the learning experience is equitable and inclusive for all students and staff.
- 6.6 Ikon promotes an inclusive and positive learning and workplace culture that recognises individual differences and is free of discrimination and harassment.
- 6.7 Ikon acknowledges and provides support for specific equity groups including:
  - Aboriginal and Torres Strait Islander peoples

- people from lower socio-economic backgrounds
- people with disability
- people from remote, rural or isolated areas
- people who are the first in their family to attend a university or other higher educational institution
- people from non-English speaking backgrounds
- women, especially in areas of study where they have been under-represented
- people who identify as being LGBTI+

6.8 Participation, progress, and completion by identified student subgroups shall be monitored and the findings used to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.

6.9 Ikon aims to:

- take reasonable steps to enable students with disability to apply for and participate our courses on the same basis as other students and make 'reasonable adjustments' to assist a student with a disability to apply for admission or enrolment; to participate in the course or program; and to use facilities or services on the same basis as a student without a disability. Reasonable adjustments must not fundamentally change the nature of the inherent requirements for a course. Students with a disability or chronic health condition may be able to have reasonable adjustments made to enable them to meet these requirements. Consideration shall also be given to a student's cultural and religious background and beliefs, which may impact on participation in their course
- create a culture that welcomes diversity (on campus and online)
- ensure that access to its courses is bias-free and non-discriminatory
- support the participation of all individuals in the learning environment, in particular, those from diverse backgrounds and underrepresented groups
- ensure that the nature and extent of support services available to students are informed by the needs of student cohorts, including mental health, disability, and wellbeing needs
- provide access to learning resources that do not present unexpected barriers, costs, or technology requirements for students, including for students with special needs
- ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion
- prepare students with the requisite knowledge and skills to participate in the workforce
- protect the health, safety and welfare of our students and staff
- ensure an equivalent learning experience for all persons regardless of delivery method or location
- deal fairly and constructively with concerns and complaints about its services
- provide support and make appropriate accommodation for students with language and learning difficulties or a disability, to ensure that they are treated fairly, and that they receive all reasonable assistance to successfully complete their course
- select staff with the necessary skills and attributes from a diverse range of backgrounds and equity groups
- use non-discriminatory language in all communication and publications
- ensure that students and staff are fairly and respectfully treated and supported
- provide orientation programs tailored to the needs of student cohorts, to assess the

needs and preparedness of individual students and cohorts, and to ensure that students have equivalent opportunities for successful transition into and progression through their course of study, irrespective of their educational background, entry pathway, mode or place of study

- provide support for diverse learners and an inclusive education for all students

## 7. Roles and Responsibilities

- 7.1 The senior management team is responsible for ensuring that Ikon's learning environment fosters and supports its commitment to inclusivity, diversity, and equity.
- 7.2 The management team will endeavour to embed the principles of this policy into all aspects of its planning and operations.
- 7.3 All Board and Committee members, staff and contractors are expected to comply with and to ensure that their behaviour reflects Ikon's commitment to inclusion, diversity and equity.

## 8. Publication

- 8.1 This policy is published in the [Policies and Procedures](#) section on the Ikon website and in the student and staff policy libraries.

## Policy Information & History

Policy Category	Academic, Quality Assurance
Policy ID	QU021A
Approved by	Corporate Board
Date of Approval	23 November 2021
Endorsed by	Academic Board
Date of Endorsement	27 October 2021
Previous Versions	1 May 2018
Next Review Date	October 2024
Government Legislation	<a href="#">Tertiary Education Quality and Standards Agency Act 2011</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">National Code 2018</a> <a href="#">Racial Discrimination Act 1975</a> <a href="#">Sex Discrimination Act 1984</a> <a href="#">Australian Human Rights Commission Act 1986</a> <a href="#">Workplace Gender Equality Act 2012</a> <a href="#">Age Discrimination Act 2004</a> <a href="#">Disability Discrimination Act 1992</a>
Responsible Officer	CEO
Sources:	In developing this policy, the following document was considered: TEQSA Guidance Note: <a href="#">Diversity and Equity, Version 1.2, 11 October 2017</a>
Benchmarking:	External referencing activities were conducted against comparable providers and best practice using publicly available information for: Victoria University, Charles Sturt University, Kaplan Business School, Federation University, Australian College of Applied Professions, and the University of Newcastle.