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Institution	Universal Institute of Technology
Policy Name	Access and Equity
Policy Number	ADM026
Policy Governance	UIT Executive Management Group
Date of Development	January 2017
Date of Approval	February 2017
Review Date	December 2019
Version No.	3.0
References:	

1 Purpose

The principal role of the Access and Equity Policy is to promote full and equal participation of all students by encouraging a discrimination and harassment free environment.

2 Responsibility

The CEO and ALL staff are responsible for the implementation of this policy.

3 Definitions

“Access and Equity” means providing equal opportunity, equal treatment and equal redress on all individuals who UIT interacts with. Specifically the provision of educational services and/or any selection process is based on the candidate’s suitability for the course and/or funding arrangement(s)

Prejudicial Behaviour includes discrimination on the basis of age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location.

4 Requirements / Process

Applications

UIT will assess all applications from potential students and or potential staff equally and will not apply prejudicial behaviour in any selection process. The selection (or otherwise) of a potential student or staff member will solely be based on the candidate meeting the entry criteria as advertised or suitability to fill a position.

This Access and Equity policy will also apply to all students who are applying for funding under the Government’s Higher education and skills group. The acceptance of a student for this funding will be based purely on their meeting the requirements under the Act *and* meeting the entry requirements of the qualification.

Orientation

All new students and staff will undergo an orientation process on arrival at UIT. This process will remind the individuals of their responsibility to also act equitably. In particular they will be reminded about their responsibilities in relation legislation against discrimination based on:

- Age
- Disability
- Colour
- Race
- Gender
- Religion
- Sexuality
- family responsibilities
- where they live

Course Conduct and Assessment

All teaching and training activities will be conducted by staff who conduct the training equitably. This includes treating all students with equal status and courtesy.

Assessments will be graded, marked and reviewed based on the criteria for assessment laid down in the Training and Assessment Strategy for the particular qualification using no other criteria.

Reasonable adjustments will be made to training and assessments to accommodate for any special needs of students, without compromising the integrity of the assessments.

Failure to provide an “Equal Access and Equity” environment

In the event that UIT fails to act in an equitable manner, any candidate, student or staff member is encouraged to complete a complaints form to have the issue or event investigated. This will be conducted in line with the Complaints and Appeals Policy (ADM004). The result will be communicated to the complainant.

The outcome of any complaint will be entered into the Continuous Improvement Register and the necessary changes will be enacted to remove the prejudice.

Any changes to decisions made will be approved by the CEO.

Management Leadership

The CEO will ensure that organisation and day to day working of UIT is in line with all anti-discriminatory legislation.