



EQUITY AND DIVERSITY PROCEDURE

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| Parent Policy | Equity and Diversity Policy | | |
| Policy Category | Academic | | |
| Governing Authority | Teaching and Learning Committee | | |
| Responsible Officer | Head of School | | |
| Related Documents | Equity and Diversity Policy Admissions Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) | | |

* Unless otherwise indicated, this procedure will still apply beyond the review date.

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1. PURPOSE

1.1 The Equity and Diversity Procedure gives effect to the Adelaide Institute of Higher Education (AIHE) Equity and Diversity Policy and sets out the procedures AIHE will use to provide equivalent opportunities for student academic success regardless of students' backgrounds.

2. SCOPE

2.1 The Equity and Diversity Procedure applies to students and potential students of AIHE. The processes and actions are designed to guide AIHE staff and affiliates in sustaining a culture that embraces equity and diversity in education and supporting the special needs of students based on equity grounds.

3. FACILITATING ACCESS

3.1 When targeting and marketing to prospective students, AIHE will develop and implement strategies to engage under-represented subgroups with a particular focus on students from a non-English speaking background, low socio-economic status students, and Aboriginal and Torres Strait Islander inclusion.

3.2 AIHE will:

- collaborate with vocational education and training (VET) providers who specialise in providing education and training in relevant disciplines to Aboriginal and Torres Strait Islander and low socio-economic status students; and
- offer scholarships that can be accessed by under-represented subgroups.

4. PROVISION OF LEARNING RESOURCES AND SUPPORT

4.1 Students with identified, special or specific needs will have access to learning resources and learning support services tailored to their needs within the limits of the available resources.

4.1.1 Students may contact the Student Support Officer to discuss their specific needs and are encouraged to do this prior to admission and enrolment.

4.1.2 Once a student has been identified as having special or specific needs, the Student Support Officer will be the first point of contact for developing a student specific plan to support them in their education and learning.

4.1.3 The plan may include but is not limited to reasonable modifications to assessment, special consideration, and physical access to premises.

4.1.4 The Head of School, and other academic and support staff will be consulted in the development of the plan as required to ensure the plan can be implemented effectively and the student receives the support they need to be successful.

4.2 AIHE will provide students with information on access to literacy, numeracy and counselling services.

4.3 To further support students, in addition to face-to-face tutorial sessions, AIHE will develop and implement:

- a peer support and mentoring program to leverage the experience of continuing students; and
- drop-in sessions to provide guidance on study techniques.

5. MONITORING AND REPORTING

5.1 AIHE's application, admission and enrolment forms will include questions that will enable the identification of students' equity status. All such information will be confidential in accordance with AIHE's Privacy Policy.

5.2 Academic Board will oversee the monitoring of participation, progress and completion by identified student subgroups and facilitate the use of the data and findings to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.

5.3 Student attrition will be monitored, and strategies developed to mitigate risks to students who experience disadvantage or come from under-represented subgroups. This will include:

- identifying the factors that contribute to students withdrawing;
- establishing an evidence base to inform the development of a retention strategy; and
- developing and implementing appropriate programs to support student success.

5.4 An annual report to AIHE Council on diversity metrics and AIHE's performance in relation to the Equity and Diversity Policy will be provided by Academic Board.

6. COMPLAINTS AND APPEALS

6.1 Students and potential students may lodge complaints and appeal AIHE decisions in relation to equity and diversity matters by following the procedures set out in the Student Grievances, Complaints and Appeals Procedure.

7. DEFINITIONS

7.1 See the AIHE Glossary of Terms for definitions.

Document Control

| Version # | Date | Key changes |
|-----------|------------|---|
| 1.0 | 30/01/2018 | Procedure approved by General Manager |
| 1.1 | 3/04/2019 | Reviewed; formatting revised |
| 1.2 | 4/06/2020 | Reviewed; no changes; next review aligned with Policy Review Schedule |
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