

1. Purpose

The policy provides an overarching commitment to diversity, fair treatment and equity for students, staff and the community at Jazz Music Institute (JMI). It also provides a framework for reasonable adjustment to learning to support the participation of students with a disability, mental health condition or other condition that may affect their learning.

2. Scope

This policy applies to all members of the Institute's higher education community.

3. Objectives

JMI recognises diversity and is committed to providing fair treatment, an inclusive environment, equitable access and opportunities to students and staff. It expects that all students and staff will treat others with fairness and without discrimination.

The Institute is committed to the following principles that underpin this policy.

- Ensure that students and staff are treated with respect and not discriminated against on the basis of gender, age, ethnicity, race, marital status, sexual preference, disability or religion
- Recognise and respect diversity of backgrounds and linguistics of all students including Aboriginal and Torres Strait Islander, international and domestic students
- Provide support for students to assist with their studies
- Ensure that admission processes respect diversity and are transparent and applied in an equitable manner
- Provide reasonable adjustment of resources and learning to support people with a disability where the disability has been disclosed
- Provide equal opportunity for women and all people in the workplace to promote diversity
- Keep confidential all information provided with regard to disclosures relating to disability or other requests for support or reasonable adjustment to learning

4. Implementation

All levels of governance will ensure that diversity is recognised and encouraged across the Institute, and that equity and fair treatment is applied to all processes and decisions.

4.1 Responsibilities

JMI will ensure that:

- appropriate resources are provided to support students from diverse backgrounds and encourage an inclusive environment
- staff are assisted in programs where there are diverse cultural and linguistic backgrounds
- recruitment processes encourage diversity
- admissions processes encourage participation from people with diverse backgrounds
- reporting and monitoring of access, participation, retention and completion rates from various backgrounds occurs and is acted upon to promote diversity and equity

Students are responsible for:

- Acting in accordance with the purpose and objectives in this policy
- Seeking assistance if learning resources need to be adjusted
- Making use of the available support and resources provided by JMI

Staff are responsible for:

- Acting in accordance with the purpose and objectives in this policy
- Monitoring and identifying students who need support
- Advising students of the support available

The Student Support Services Policy provides details of support available and procedures for equity and disability services.

4.2 Pre-Enrolment Information

JMI will ensure that prior to enrolment prospective students receive adequate information regarding the course, training, assessment, services and Commonwealth assistance provided by JMI to enable them to make an informed decision about the suitability of the course and JMI for their individual needs.

JMI will provide clear information to each student, prior to enrolment in regards to:

- student selection, enrolment and orientation procedures;
- course information, including educational and vocational outcomes;
- fees and charges, including refund policy;
- provision for language, literacy and numeracy assistance;
- student support services;
- welfare and guidance services;
- grievance and appeals procedures;
- disciplinary procedures;
- recognition of prior learning (RPL) arrangements and credit transfer.

4.3 Complaints and Appeals

Students or staff who have been found to breach this policy may be subject to disciplinary action under the Code of Conduct Policy.

If a student is not satisfied with a decision related to this policy, they may seek an appeal as outlined in the Student Grievance Handling Policy and Procedure.

If a staff member is not satisfied with a decision related to this policy, he/she may seek an appeal as outlined in the Staff Grievance Policy.

Under section 32 of the Disability Discrimination Act (1992) (DDA) it is unlawful for a person to contravene a Disability Standard. An aggrieved person or someone on their behalf can make a complaint to the Australian Human Rights Commission (AHRC) about non-compliance with the DDA. This includes complaints about non-compliance with a Disability Standard. If conciliation by the AHRC is unsuccessful, an aggrieved person may commence legal proceedings in the Federal Court or Federal Magistrates Court.

5. Definitions

Disability - broadly defined in the DDA as having any of a wide range of physical, mental health or learning conditions, including: Loss or damage of a bodily or mental function.

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The Disability Standards for Education 2005, Part 1, 1.4 Definitions, states that 'disability, in relation to a person, means:

- total or partial loss of the person's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presences in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the person's body; or
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and includes a disability that:
 - presently exists; or
 - previously existed but no longer exists; or
 - may exist in the future; or
 - is imputed to a person

Equal Opportunities - the right to be treated without discrimination and not being disadvantaged by prejudices or bias.

Diversity – understanding, accepting and respecting one's uniqueness and individual differences.

6. Related policies and procedures

The following policies and procedures are related to this policy:

- Admissions Policy
- Assessment Policy
- Credit and RPL Policy
- English Language Proficiency Policy
- Recruitment and Performance Policy
- Code of Conduct Policy
- Staff Development Policy
- Staff Grievance Policy
- Student Support Services Policy
- Student Grievance Handling Policy and Procedure
- Teaching and Learning Plan

7. Review

Three years from commencement or last review

8. Accountabilities

The JMI Board of Directors is responsible for review and approval of this policy, with input from the Academic Board.

9. Version Control

Document	Diversity, Equity and Fairness Policy	Author	JMI Executive Management
Approver	JMI Board of Directors	Approved	4 March 2020

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Next Review	March 2023	Version No.	6
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