



SITS
COLLEGE

Diversity and Inclusion Policy and Procedure

RTO No: 91533 | CRICOS Code: 03474G

Purpose

SITS College (SITS) is committed to fostering a culturally safe and inclusive learning environment where all current and prospective students have equitable access to, and participation in, training opportunities.

The purpose of this Policy and Procedure is to ensure that all training and support staff treat students fairly and consistently throughout every stage of the student journey. This includes Pre Enrolment, Enrolment, Training and Assessment, and Completion — with each stage designed to promote inclusivity, collaboration, and meaningful support.

This commitment includes, but is not limited to, the provision of:

- Providing all necessary course information prior to the enrolment application, ensuring students have sufficient detail to make an informed decision about the services and training options offered by SITS.
- Approving enrolment applications in accordance with the eligibility requirements of the relevant course. SITS does not exclude any prospective student based on nationality, religion, gender, age, cultural background, disability, sexuality, or any other personal characteristic.
- Providing potential students with information on how to access additional services to support them whilst studying
- Identifying individual student support needs and documenting these (on a needs basis) at time of enrolment, or at any time during the course where support needs may arise, disclosed, or are identified by completing an Intervention Strategy
- Implementing reasonable adjustments as required to provide all students with equitable access to facilities and services and to assessment
- Seeking external assistance where required, including facilitating access to qualified external practitioners and specialists.
- Ensuring that all assessment tools, processes, and decisions reflect the Principles of Assessment and Rules of Evidence, and are fair, flexible, valid, and reliable to support consistent, high quality outcomes for all students.
- Adherence to all compliance requirements imposed by legislation.

This policy complies with:

- RTO Standards 2025: Standard 2.5
- National Vocational Education and Training Regulator Act 2011
- National Vocational Education and Training Regulator Amendment Act 2020
- National Code of Practice 2018
- ESOS Act 2000

Policy

SITS College (SITS) will uphold diversity and inclusion approaches designed to ensure the organisation remains responsive to the individual needs of learners whose circumstances — including age, gender, religion, cultural or ethnic background, disability, sexuality, language proficiency, literacy or numeracy level, unemployment, imprisonment, or remote location — may present barriers to access, participation, or the achievement of suitable outcomes, in line with the Standards for NVR Registered Training Organisations 2025.

This Policy and Procedure outlines the strategies used to promote Diversity and Inclusion across all stages of the student journey. These strategies include the provision of reasonable adjustments, appropriate facilities,

Scope

This policy applies to all activities related all SITS students and staff.

Definitions

On the same basis	a person with a disability is able to seek admission to, or apply for enrolment in, with SITS on the same basis as a prospective student without a disability if the person has opportunities and choices in admission or enrolment that are comparable with those offered to other prospective students without disabilities.
Reasonable Adjustment	is defined in section 4(1) of the Employment and the Disability Discrimination Act as ‘an adjustment to be made by a person is a reasonable adjustment unless making the adjustment would impose an unjustifiable hardship on the person’. ‘Reasonable adjustment’ is a term used in the education, employment and VET sectors to refer to any modification made to the learning environment, certification requirements, training delivery or assessment method used to help students with disability to access and participate in education and training on the same basis as those without disability. SITS is obliged by law to make reasonable adjustment to ensure maximum participation of students with disability in teaching, learning and assessment activities. This includes: ensuring that course activities are sufficiently flexible; providing additional support where necessary; and offering a reasonable substitute within the context of the course where a student cannot participate.
CRICOS	CRICOS is the Commonwealth Register of Institutions and Courses for Overseas Students
Recognition of prior learning (RPL)	Recognition of prior learning (RPL) is defined in the Australian Qualification Framework as follows: “Recognition of prior learning is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.”
SITS	SITS College

To ensure that the student recruitment and admission process is bias-free and non-discriminatory, SITS ensures that :

- the same recruitment and admission processes are used for all applicants
- admission to courses and programs is based solely on availability of places and the applicant satisfying course entry requirements
- applicants are provided with adequate information and support to enable them to select the most suitable program for their needs.

For more information related to Admission and Enrolment please refer to the Recruit and Enrol International Student Policy and Procedure.

Procedures

Learning support is provided for students who experience basic literacy, numeracy, or English language difficulties, as well as for those with other identified learning needs.

Special consideration may be granted when a student is unable to complete an assessment or attend an examination due to misadventure — such as illness, bereavement, or personal trauma — or when the student believes that such circumstances have adversely affected their performance.

SITS premises are designed to provide appropriate access and facilities for students with physical disabilities.

Disclosure of Disability/Additional Needs

SITS encourages students with a disability or additional need to self-disclose the nature and extent of a disability or additional need at the time of pre-enrolment. The primary purpose of self-disclosure is to enable SITS to facilitate a student's successful progression through study.

However, the students are not required or obligated to disclose a disability or additional need at any time (unless it poses a health risk to other students or staff) but can elect to do so with reasonable notice to the Institute at any time during study.

SITS is not obligated to provide adjustments for a student who chooses not to disclose a disability or additional need.

SITS may not be able to provide students who do not disclose a disability or additional need with the adequate support to successfully complete a subject or course.

Information regarding the nature of a disability or additional need must be substantiated by current, relevant, and appropriate documentation from an experienced medical professional (or other forms of evidence considered suitable by SITS).

Information provided by students in relation to a disclosed disability or additional need shall remain confidential and restricted to those with a legitimate need to know in accordance with the Privacy Policy and Procedure and other relevant privacy legislation.

Staff and Trainer Access

Students are advised that their primary contact will be their Trainer and Assessor, who is assigned upon enrolment. In addition, they will have access to support from Student Administration and the Management team for the duration of their studies. However, for training-related queries, students are advised to first contact the Trainer and Assessor.

On the first day of class, Trainer/Assessors provide an email contact for themselves, and students are advised that they may contact the Trainer/Assessor at any time within business hours. If the Trainer/Assessor is not working on a particular day the students are advised of this. They are also advised again that Administration is open to students, in person, by email and phone at any time during business hours.

The office hours of the SITS College are:

Monday – Friday 8.30am – 5.30pm (AEST)

Students can access staff directly or via Student Administration and an appointment will be organised as soon as practical.

Making Reasonable Adjustments

Reasonable adjustments may be implemented to support a student with a disability or additional need, ensuring inclusivity and minimising the impact of the disability or need on the student's ability to achieve academic success. When determining whether a particular adjustment is reasonable, SITS College will consider all relevant circumstances and interests. This includes the nature of the student's disability or additional need; the views of the student and/or the student's associate; the effect of the adjustment on the student, including its impact on their ability to achieve the required learning outcomes, participate in courses or programs, and maintain independence; the effect of the proposed adjustment on others who may be affected, including the education provider, staff, and other students; and the costs and benefits associated with implementing the adjustment.

Consulting the student:

Before implementing any adjustments, SITS will consult with the student, or an associate of the student, to determine the extent of the proposed adjustment and to identify whether an alternative adjustment may be available that is less disruptive or intrusive while providing equal benefit to the student.

Adjustments to be provided in reasonable time: SITS must take reasonable steps to ensure that any required adjustments are implemented within a reasonable timeframe. What constitutes a reasonable timeframe will depend on when the student provides the necessary information and the adjustment options available to SITS.

Appeals

A student may appeal against a decision made in relation to these processes and the appeal needs to be lodged in writing according to the processes for appeals as detailed in Complaints and Appeals Policy and Procedure.

Responsibility

The Head of Compliance and the CRICOS Operations Manager will be responsible for the implementation of this process and will ensure all requirements of this policy and procedure are met.

Review Date

12 months from the date of this version, or as required.