



Australian Institute of
Technology Transfer



AITT Access and Equity Policy

AITT RTO 50834

Supporting AITT's commitment to inclusive, fair, and equitable access to education and support services, while removing barriers to participation and ensuring compliance with legislative and regulatory obligations under the Standards for RTOs 2025.

December 2025

V4.0

Table of Contents

1. Purpose.....	3
2. Scope.....	3
3. Legislative Framework.....	3
4. Access and Equity Principles.....	4
5. Recruitment and Admission.....	4
6. Inclusive Curriculum Design.....	4
7. Assessment Practices.....	5
8. Reasonable Adjustment and Support.....	5
9. Special Consideration.....	5
10. Physical Access.....	5
11. Complaints and Appeals.....	6
12. Monitoring and Review.....	6
13. Approval.....	6

Policy Title: AITT Access and Equity Policy**Policy Owner:** Chief Executive Officer**Policy Version:** 4**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

AITT is committed to providing equal opportunity and promoting inclusive practices and processes by integrating the principles of access and equity into all policies and procedures.

This policy sets out how AITT provides inclusive education services and a learning environment that is free from discrimination, harassment, and victimisation.

This policy is mandatory and applies to all education, training, assessment, and support activities undertaken by AITT.

2. Scope

This policy relates to the provision of all education and support services provided by AITT to students.

All staff and contractors employed or engaged by AITT are obliged to comply with this policy and associated Codes of Practice. Failure to comply may result in disciplinary action in accordance with AITT policies and procedures.

AITT is committed to providing equal opportunity and promoting inclusive practices and processes and integrating the principles of access and equity across all organisational operations.

3. Legislative Framework

Australian federal and state legislation makes it unlawful for organisations to discriminate against individuals based on age, gender, race, marital status, sexuality, or physical or intellectual disability.

The following legislation underpins all matters relating to access and equity at AITT:

- Anti-Discrimination Act 1977
- Disability Discrimination Act 1992 (including Disability Standards for Education)
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

4. Access and Equity Principles

Access and equity relate to the approaches undertaken by AITT to ensure training and assessment practices consider and respond to individual learner needs, thereby minimising or removing barriers to participation.

AITT ensures that learning and assessment are not adversely affected by a learner:

- Age
- Gender
- Cultural or ethnic background
- Disability
- Language, literacy and numeracy (LLN) skills
- Employment status
- Geographical location
- Other individual circumstances

5. Recruitment and Admission

To ensure that recruitment and admission processes are bias-free and non-discriminatory, AITT:

- Uses the same recruitment and admission process for all applicants
- Provides special admissions programs for specific groups, such as Aboriginal and Torres Strait Islander peoples, in accordance with the Selection and Admissions Policy
- Bases admission solely on availability of places and satisfaction of course entry requirements
- Provides applicants with adequate information and support to enable informed program selection
- Ensures the learning environment is free from harassment, discrimination, and victimisation
- Specifies expected standards of behaviour for students and staff through Codes of Practice. Expected standards of behaviour for students and staff are defined and enforced through AITT's Codes of Practice. Breaches of these standards will be managed in accordance with relevant AITT policies and procedures.
- Maintains policies and procedures for preventing harassment and discrimination

6. Inclusive Curriculum Design

To ensure curricula are inclusive of diverse learner needs, AITT:

- Considers access and equity when specifying entry requirements and prerequisites
- Offers flexible course design, including multiple entry and exit points, credit transfer, and recognition of prior learning
- Considers the requirements of students with a disability
- Provides inclusive and non-discriminatory learning materials

- Ensures LLN requirements align with the vocational level of the qualification
- Provides alternative information formats for students without online access

7. Assessment Practices

AITT provides assessment processes that are fair, valid, reliable, and consistent through:

- Recognition of prior learning (RPL) and previously acquired skills and knowledge
- Provision of adequate assessment information prior to enrolment
- Adaptation of assessment to meet student needs while maintaining quality and consistency
- The right for students to appeal assessment or recognition decisions
- Equal opportunity for all students to demonstrate competence

8. Reasonable Adjustment and Support

Support is provided to students with special needs. Reasonable adjustment is provided to students with a disability or special need, based on individual circumstances.

Reasonable adjustment may include, but is not limited to:

- Adaptive or assistive technology (equipment, software, interpreters)
- Educational support
- Alternative assessment methods
- Learning and assessment aids (e.g. large print materials, scribes, interpreters)
- Additional time to complete courses or assessments

Learning support is facilitated for students with literacy, numeracy, English language, or other identified learning difficulties.

9. Special Consideration

Special consideration may be granted where a student is prevented from completing an assessment, or their performance is affected, due to misadventure such as illness, bereavement, or personal trauma.

10. Physical Access

AITT premises provide appropriate access for individuals with a physical disability.

Where training and assessment are delivered at external venues, AITT will ensure, to the best of its ability, that venues are accessible to people with a disability.

11. Complaints and Appeals

Complaints and appeals are addressed in a fair and equitable manner.

Individuals who believe they have been treated unfairly are encouraged to use AITT's Complaints and Appeals procedures. All complaints and appeals are investigated promptly and thoroughly in accordance with established procedures.

12. Monitoring and Review

This policy is monitored through:

- Complaints and appeals outcomes
- Continuous improvement activities
- Internal audits and compliance reviews

The policy is reviewed periodically to ensure continued compliance with:

- Legislative requirements
- Equity and inclusion obligations
- The Standards for RTOs 2025

13. Approval

Policy Title	AITT Access and Equity Policy
Policy Owner	CEO – Hanif Kuthubutheen
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Approval Date	December 2025
Review Date	December 2027
Approved By	CEO – Australian Institute of Technology Transfer (AITT)
Signature	 Hanif Kuthubutheen Chief Executive Officer AITT