



CANBERRA VALLEY INSTITUTE

Document: Access Equity & Diversity Policy

(Aligned to RTO Standards 2025)

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Access Equity & Diversity Policy



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Access Equity & Diversity Policy

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1. Overview

This policy aims to promote fair and equal access for all students, learners, and potential candidates, regardless of characteristics such as gender, sexuality, race, nationality, ethnic background, age, marital status, religion, pregnancy, political beliefs, physical disabilities, or intellectual impairments. It strives to create a training and learning environment free from all forms of discrimination and harassment, including sexual harassment, ensuring all learners can fully understand and engage with the training program they are enrolled in or wish to enroll in. Under RTO Standards 2025, it aligns with Standard 1, Standard 2, and Standard 4, and is related to the ESOS Act 2000 and the National Code 2018.

Discrimination, harassment, and affirmative action. Each of these areas is supported by legislation at the state or federal level; this includes, but is not limited to, the following federal legislations.

- Age Discrimination Act 2004 (Cth);
- Australian Human Rights Commission Act 1986) (Cth);
- Disability Discrimination Act 1992 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Workplace Gender Equality Act 2012 (Cth); and
- Fair Work Act 2009 (Cth).

State Legislation:

- Australian Capital Territory Discrimination Act 1991 (ACT)

2. Scope

This policy applies to:

- All learners studying at Canberra Valley Institute (CVI).
- All staff members.

3. Definitions

Cth: Commonwealth.

4. Policy Statement

Canberra Valley Institute (CVI) is dedicated to upholding equity principles by ensuring fair resource distribution and providing equal opportunities for everyone, free from discrimination.

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We aim to increase opportunities for participation in the vocational education and training (VET) system and decision-making processes that affect learners' lives. Appropriate student support services will be provided to improve the chances that underrepresented learners achieve successful educational outcomes and find placement or employment in their chosen career paths.

4.1 Implementation of Measures

- Establish student selection processes that are fair and promote equal access for individuals from underrepresented groups.
- Incorporate access and equity considerations into all aspects of curriculum development.
- Identify and include the unique needs of each learner in strategic and operational planning.
- Provide learners with chances to get involved in planning and decision-making on issues that directly affect them.
- Provide training programs and services that are inclusive and accessible to all, within a learning environment free from harassment.

Canberra Valley Institute (CVI) recognizes that equity and diversity go beyond just supporting those considered 'disadvantaged' or meeting legislative requirements. Providing fair and inclusive access to Vocational Education and Training (VET) helps all Australians find meaningful employment and participate fully in their communities' social and economic activities. This policy demonstrates CVI's commitment to relevant State and National equity laws and policy requirements, including:

- Disability Discrimination Act (1992) Commonwealth
- Sex Discrimination Act (1984) Commonwealth
- Racial Discrimination Act (1915) Commonwealth
- National Strategy for the Education of Aboriginal & Torres Strait Islander People 1996– 2002

4.2 Equity

Equity fundamentally means 'fairness'. In the VET sector, it involves making sure individuals can access training, participate fully, and achieve successful results. Canberra Valley Institute's equity principles are based on the understanding:

- It is common for people to identify with more than one equity group.
- Of the differences between and between equity groups.
- That each equity group does not experience the same type of disadvantage; and
- There remain many common systemic barriers for equity groups.

4.3 Diversity

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Diversity recognizes that many factors influence the ability of people to participate and succeed in vocational education, training, and employment, including:

- Prior educational experience
- Cultural diversity
- Language and/or learning styles
- Goals and expectations
- Motivation
- Work and social experiences
- Gender
- Values and beliefs
- Religion
- Income
- Age
- Geographic location

This policy aims to address the requirements of all potential and actual learners seeking to participate in training with Canberra Valley Institute (CVI) including specific equity groups such as:

- Women
- Indigenous Australian peoples
- People with a disability
- People from non-English speaking backgrounds
- People with English literacy and numeracy needs
- Residents of rural and remote communities

Beyond these groups, and in recognition of diversity, Canberra Valley Institute (CVI) aims to respond to the needs of the local community, for example:

- Young and mature people.
- People in transition from institutions.
- Socioeconomically disadvantaged people; and
- People with family responsibilities

4.4 Implementation Strategies

Implementation of this policy requires equity and diversity considerations to be embedded into all aspects of Canberra Valley Institute (CVI) planning and operations.

This can be demonstrated through the development and implementation of strategies for specific

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equity groups as required by National and State agendas. When strategies are absent, the diversity of client and learner needs can be addressed through planning areas such as:

- Resource allocation.
- Support personnel.
- Staff training.
- Curriculum product development and delivery.
- Marketing and promotion; and
- Research

4.5 Evaluation and Compliance

Canberra Valley Institute (CVI) will monitor and review its equity performance to:

- Comply with national and state legislation and policies.
- Meet national and state reporting requirements; and
- Modify and improve performance to better achieve access, equity, and diversity objectives.

4.6 Making a Complaint

All students and learners have the right to oppose discrimination and harassment in any form and to file a complaint if such discrimination occurs. For complete details about the grievance process, please refer to the Complaints and Appeals Policy and procedure available.

5. Responsible Person

- CEO / RTO Manager
- Trainers / Assessors

6. Review of Policy

Canberra Valley Institute (CVI) will review the *Access Equity & Diversity Policy* annually or on a needs basis (whichever occurs first).