Captain Cook Institute Pty Ltd trading as
George Brown College
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Access and Equity

Name:	**Access and Equity**
Approved by:	PEO
Date Approved:	18 November 2024
Implementation Owner	General Manager – George Brown College
Maintenance Owner	General Manager – George Brown College
Review Date	19 November 2025

Staff will treat every student fairly and without discrimination. The College has a complaint procedure in place to ensure any student concerns are dealt with immediately and appropriately (refer to the Complaints and Appeals Policy and Procedure on the website).

GBC acknowledges its legal obligations under the following legislation:

- The Racial Discrimination Act 1975
- The Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Disability Services Act 1993
- Human Rights and Equal Opportunity Commission Act 1986
- Age Discrimination Act 2004
- Anti-Discrimination Act 1997
- Occupational Health & Safety Act 2000
- ESOS Act 2000
- Standards for Registered Training Organizations (RTOs) 2015

All legislation can be accessed at www.comlaw.gov.au.

GBC fosters equality and access in a training environment that is fair and conducive to learning at all levels. Our training services are available to all participants regardless of ethnicity, gender, age, marital status, and sexual orientation, physical or intellectual impairment.

Events of major cultural importance will be acknowledged, and allowance will be made for the observance.

We undertake to:

- Promote access to training for all people regardless of gender, socio-economic background, disability, ethnic origin, sexual orientation, age or race.
- Ensure training services are delivered in a non-discriminatory, open and respectful manner.
- Train all staff members so that they are appropriately skilled in access and equity issues.
- Conduct student selection for training opportunities in a manner that includes and reflects the diverse student population.
- Actively encourage the participation of students from traditionally disadvantaged groups and specifically offering assistance to those most disadvantaged.
- Provide culturally inclusive language, literacy and numeracy advice and assistance that help you in meeting personal training goals.

In the first instance, each of our staff members has responsibility for access and equity issues for all students.

So, if any student experiences any harassment or discrimination they can follow our Complaints and Appeals policy. Should the Student Services Team be unavailable, students can contact the General Manager (GM) with any area of concern. College provides equal opportunity in employment and education.

The college's Access and Equity Officer on duty is the GM. If any stakeholders of the College believe they have been treated unfairly, please contact the GM for assistance.

Change History

Version	Version date	Reviewed by	Approved by	Change
V.3	25 October 2017	General Manager	PEO	Development of policy
V.4	14 August 2023	General Manager	PEO	Changes made
V.5	18 November 2024	General Manager	PEO	Address updated