

# Melbourne Rudolf Steiner Seminar Ltd

ABN 78 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

## Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A

### Access and Equity Policy

#### General ethos

Institutions, based on the work of Rudolf Steiner, are committed to the development of the maximum potential of a person. The Melbourne Rudolf Steiner Seminar (the Seminar) adheres to this ethical principle in the treatment of trainers, students and other staff and undertakes to treat each student and staff member fairly.

The Seminar forms a culturally diverse community--which may include international students and those of the First Nations people--that recognises that each student and staff member brings their own unique capabilities, experiences and characteristics to the study or work environment.

People in our community:

- have diverse national, racial, ethnic, religious and language origins
- live with a range of abilities and disabilities
- experience different socio-economic histories and status
- experience different gender and sexual identities.
- Have experienced various education backgrounds.

The Seminar is committed to ensuring that all staff and enrolled students get a fair chance and the support they may need to succeed in an environment of equal opportunity. Our courses are open to a wide range of people of different ages and from various backgrounds.

#### Enrolment Selection

The Seminar upholds the principle that all persons seeking to enrol are treated fairly and equitably. The Seminar has open, fair, clear and transparent procedures that are based on clearly defined entry criteria. The Seminar ensures that throughout the process of selection and admission, applicants are treated consistently, promptly and courteously.

The Seminar's Advanced Diploma in Rudolf Steiner Education is an ITE pathway accredited with Victorian Institute of Teaching (VIT) and a university pathway to a Bachelor of Education. The Seminar will make its courses accessible to persons who aspire to this specialised field of adult education and demonstrate a strong disposition and the necessary attributes to teach.

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

- Uses the same recruitment and admission processes for all applicants
- Bases admission to the course on the availability of places and the applicant satisfying the course entry requirements
- Provides applicants with adequate information and support to enable them to determine if the course is right for them.
- Provides an interview process where the potential student can discuss their particular needs in order to succeed in the course.

The initial interview will establish individual needs as related to the course, and discussion will include consideration of ways of addressing those needs.

The Seminar adheres to the requirements of the Federal Disability Discrimination Act 1992 and the Victorian Equal Opportunity Act 2010.

The Seminar provides an assessment process that is fair, valid, reliable and consistent through:

- Recognition of previously acquired skills and knowledge
- Adapting assessment to meet student needs while maintaining a high quality, valid and consistent process (see reasonable adjustment below)
- Giving the student the right to appeal an assessment or recognition decision
- Giving all students an equal opportunity to demonstrate competence.

### **Course design**

The Seminar is aware that its graduates may be teaching in a wide range of schools in Australia and overseas and includes course content and teaching techniques that are appropriate to various learning styles and cultures, including those of our First Nations people.

### **Accessibility and support**

The Seminar has provided general access for the physically disabled to buildings, car parking and toilets. Further modifications are considered and may be made within reason depending on the needs of the enrolled student.

Appropriate support is negotiated between the Seminar and the student.

Reasonable adjustment is provided to those with a special need according to their individual circumstances. This could mean providing an appropriate service and/or facilities for student learning or assessment.

Special consideration is given students who require additional time to complete an assessment when appropriate.

## **A learning environment free from harassment, bullying and discrimination**

To create a learning environment free from harassment, bullying and discrimination, the Seminar has created policies and procedures specifying standards of behaviour and protecting students and staff. These can be found in the following documents:

- *Student Handbook under Code of Student Conduct*
- *Code of Conduct – Tutors and Staff.*
- *Harassment and Anti-Discrimination Policy*
- *Communications Policy including Complaints and Appeals*