



# Diversity, Inclusion and Wellbeing Policy

## 1.Purpose:

This policy establishes Yarra College Australia's (YCA) commitment to providing a safe, inclusive, equitable, and culturally respectful learning environment that supports the wellbeing, engagement, and success of all students.

YCA recognises and values diversity within its student and staff community, including differences in:

- Cultural background and language
- Gender identity and sexual orientation
- Age and life experience
- Disability and learning needs
- Religion and beliefs
- Socio-economic background

This policy ensures that:

- All students are treated with respect, dignity, and fairness
- Barriers to participation are identified and minimised
- Students have equitable access to training and support services
- Wellbeing needs are identified early and supported appropriately
- The RTO provides a culturally safe environment, particularly for First Nations students and underrepresented groups

This policy supports compliance with:

- Standards for RTOs 2025 – Outcome Standard 2.5 (Safe and Inclusive Environment)
- Outcome Standard 2.6 (Student Wellbeing Support)

## 2.Scope:

This policy applies to:

- All students enrolled in training delivered by YCA
- All staff, including:
  - Trainers and assessors
  - Student support staff
  - Administrative staff
  - Management
- All training delivery environments, including:
  - Classroom-based learning
  - Online or blended delivery
  - Workplace-based learning
- All operational practices related to:
  - Student engagement
  - Support services
  - Learning environment management

## 3.Definitions:

Term	Definition
Diversity	Recognition and respect for individual differences including culture, identity, language, ability, and background
Inclusion	Creating equitable opportunities for participation and success for all students
Cultural Safety	An environment where individuals feel respected and safe to express their identity without discrimination
Wellbeing Needs	Emotional, mental, physical, or social factors affecting a student's learning
First Nations Peoples	Aboriginal and Torres Strait Islander peoples of Australia
Equity	Fair treatment and access to opportunities based on individual needs

## 4. Legislative and Regulatory References:

This policy aligns with:

- Standards for RTOs 2025 – Outcome Standards 2.5 and 2.6
- National Vocational Education and Training Regulator Act 2011
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005
- Equal Opportunity Act 2010 (VIC)

## 5.Policy Statement:

YCA is committed to fostering a learning environment that is:

- Safe and respectful
- Inclusive and equitable
- Free from discrimination, harassment, and bullying
- Supportive of student wellbeing and engagement





#### 5.1 Safe and Inclusive Learning Environment (Outcome Standard 2.5)

YCA ensures that:

- All learning environments are:
  - Physically safe
  - Psychologically supportive
  - Free from discrimination
- Students are:
  - Treated with dignity and respect
  - Encouraged to participate fully
- Inclusive practices are embedded in:
  - Training delivery
  - Assessment practices
  - Student engagement

#### 5.2 Cultural Safety and First Nations Inclusion

YCA ensures that:

- Cultural diversity is recognised and respected
- First Nations students are supported through:
  - Culturally appropriate communication
  - Inclusive teaching practices
  - Access to support services
- Staff are encouraged to:
  - Demonstrate cultural awareness
  - Respect cultural protocols

#### 5.3 Identification of Wellbeing Needs (Outcome Standard 2.6)

YCA ensures that:

- Student wellbeing needs are identified through:
  - Pre-Training Review (PTR)
  - LLND assessments
  - Trainer observations
  - Student self-disclosure
- Wellbeing factors considered include:
  - Mental health
  - Personal circumstances
  - Financial or social challenges

#### 5.4 Wellbeing Support Services

YCA provides access to:

- Internal support:
  - Student Support Officer (SSO)
  - Trainers and academic support
- External referral services:
  - Counselling services
  - Health services
  - Crisis support services

Students are informed about support services through:

- Orientation
- Student Handbook
- RTO website

#### 5.5 Confidentiality and Respect

YCA ensures that:

- Student information is handled confidentially
- Students feel safe to disclose concerns
- All interactions are:
  - Respectful
  - Non-judgmental
  - Supportive

#### 5.6 Staff Responsibilities and Cultural Competence

YCA ensures that staff:

- Demonstrate inclusive and respectful behaviour
- Participate in training on:
  - Diversity and inclusion
  - Cultural awareness
  - Mental health awareness
- Understand their responsibilities to:
  - Identify student needs



- Provide or refer support

### 5.7 Reporting and Managing Concerns

YCA ensures that:

- Students have access to confidential channels to raise concerns
- Complaints related to:
  - Discrimination
  - Harassment
  - Wellbeing issues

Are managed in accordance with:

- Complaints and Appeals Policy

## 6. Procedure – Step-by-Step:

### 6.1 Staff Induction and Awareness

Step	Action	Responsibility
1	Include diversity and inclusion in staff induction	Compliance / HR
2	Provide annual PD on inclusion and wellbeing	Compliance

### 6.2 Inclusive Training Practices

Step	Action	Responsibility
1	Embed inclusive teaching strategies	Trainer
2	Ensure equitable participation	Trainer

### 6.3 Identification of Wellbeing Needs

Step	Action	Responsibility
1	Review PTR and student profiles	Trainer / SSO
2	Identify wellbeing concerns	Trainer

### 6.4 Provide Support and Referral

Step	Action	Responsibility
1	Provide internal support	SSO
2	Refer to external services if required	SSO

### 6.5 Communication and Awareness

Step	Action	Responsibility
1	Provide support information in orientation	Trainer / SSO
2	Maintain updated support services list	Compliance

### 6.6 Manage Concerns

Step	Action	Responsibility
1	Receive and document concern	SSO
2	Investigate and respond	Compliance

### 6.7 Promote Inclusion and Wellbeing

Step	Action	Responsibility
1	Conduct awareness activities	SSO
2	Promote inclusive culture initiatives	Marketing / SSO

## 7. Compliance Indicators:

Outcome Standard	Evidence of Compliance
2.5	Inclusive practices, student feedback, training materials
2.6	Support records, referrals, wellbeing support evidence
Inclusion	Staff PD records, cultural awareness training
Wellbeing	Student support logs, intervention records

## 8. Recordkeeping Requirements:

YCA maintains:

- Student support and wellbeing records
- Referral and intervention records
- Complaints and resolution records
- Staff training and PD records

All records are:

- Stored securely in the Student Management System (SMS)
- Maintained in accordance with privacy and compliance requirements

## 9. Monitoring and Continuous Improvement:

YCA ensures that:

- Diversity, inclusion, and wellbeing practices are reviewed:
  - Annually
  - During internal audits
- Feedback is collected from:
  - Students
  - Staff



- Improvements are recorded in the:
  - Continuous Improvement Register

#### 10. Related Documents:

- Student Handbook
- Student Code of Conduct
- Complaints and Appeals Policy
- Critical Incident Policy (PP43)
- LLND Policy (PP13)
- Student Support Policy (PP12)
- Cultural Safety Statement
- Continuous Improvement Register