



# 1. Policy

## Introduction

Narre Community Learning Centre Inc. (*NCLC*) does not discriminate in the provision of its services.

## Purpose of Policy

To outline the principles and goals in respect of ensuring inclusive participation in the activities, planning and decision making of *NCLC*.

## Related Policies/ Documents

- S00-02 Strategic Planning
- P01-05 Code of Practice
- P01-07 Grievance Policy
- P01-09 Privacy policy
- P01-13 Harassment & Bullying

In addition there are a number of external documents:

### *Australian Government:*

- Multicultural Access and Equity Policy
- Disability Discrimination and Other Human Rights Legislation Amendment Act 2009
- Indigenous Education (Targeted Assistance) Act 2000

### *Victorian Government:*

- Racial and Religious Tolerance Act 2001
- Disability Act 2006
- Vocational Education and Training Act 1990
- Victorian Qualifications Authority Act 2000
- Associations Incorporation Reform Act 2012
- Charter of Human Rights and Responsibilities Act 2006

## Key Principles

*NCLC* is open to all members of the community irrespective of age, race, nationality, gender, religion, income, educational background, physical or intellectual ability, social status or legal sexual preferences.

All services, programs and processes provided by *NCLC* will be guided by the following key principles subject to constraints of budget, resourcing, availability, fairness and reasonability:

- All services and programs provided will be accessible to all people
- Information will be readily accessible, and in people's first language, particularly when requested or necessary



- Service provision will reflect sensitivity, relevance and awareness to different circumstances
- There will be a fair allocation of resources based on need.
- All participants will have the right to contribute to decision-making processes and to express views without suffering any discrimination
- We will support and include under-represented groups
- We will conduct our business in a manner that reflects our commitment to social justice principles, including, but not limited to:

**Equity:** a fair distribution of economic resources.

**Access:** ensuring fair and equal access for all people to those services that are important for their quality of life.

**Participation:** maximising the opportunities for people to participate regardless of the circumstances that affect their lives.

**Rights:** developing fair, more comprehensive rights that are equally enforceable for all people, regardless of their situation.

## Integration

People will have access to any course or activity provided by NCLC provided that:

- class size-limits are not exceeded
- arrangements have been made for payment of class fees
- ideally, they have demonstrated a desire to participate in the course or activity
- they meet any set pre-requisite requirements
- their behaviour and presentation are acceptable to the tutor and students and do not negatively affect others
- the activity they have chosen will not put them at physical or psychological risk
- the participant does not behave in a manner that is likely to be damaging to equipment or the environment

On enrolment, the participant, or the person enrolling the participant will make suitable arrangements for:

- the administration of any necessary medications or procedures which are not within the capabilities of the participant
- the participant's own transport arrangements
- suitable personal carer to be provided if required

While the participant is at the Centre, it is desirable that a contact person is easily contactable at all times.

## Access &

NCLC will recognise and respond to specific access and



**Equity**

equity issues.

We will plan and undertake special measures to ensure the inclusion of disadvantaged groups within our community.

We will ensure that the Board of Management represents a diversity of opinion and is accessible to all members through open and accountable practices.

**Cultural  
Diversity**

**NCLC will:**

- Provide appropriate and effective services where possible
- Consider the diverse cultural and linguistic needs of members in the design and delivery of any information, including promotional material
- Utilise appropriate data collection methods to enable *NCLC* to target, plan, develop and evaluate all programs and services in a way that is relevant, equitable and accessible
- Ensure the development of a marketing strategy that takes into account the needs of the community. This strategy would incorporate the needs of existing and potential *NCLC* participants
- Ensure that when developing new information *NCLC* talks with relevant community organisations to ensure that it is appropriate
- Ensure active participation by members of diverse cultural backgrounds in all aspects of decision making within the organisation

**Data  
Collection**

**NCLC will:**

- Collect data on the people attending the Centre including their ethnicity
- Evaluate the data collected and develop strategies to address any problems identified
- Collect and analyse data on who lives in our community (Census data is available at Public Libraries or Local Councils)
- At all times adhere to the laws in relation to privacy



## 2. Document History

Title:	Integration	Policy No:	P01-09
Written/Amended By:	Policy & Strategic Sub-committee.	Version:	1.0
Authorised By:	Board Of Management	Date:	
Changes to previous issue			

Title:	Integration	Policy No:	P01-09
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Title:	Access, Equity, Integration and Cultural Diversity	Policy No:	P01-02
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Changes to previous issue	<ul style="list-style-type: none"> <li>▪ Title change</li> <li>▪ Added qualification limits on key principles</li> <li>▪ Deleted reference to Recognition, combined in Access and Equity section</li> <li>▪ Removed specific disadvantaged group list</li> </ul>		

Title:	Access, Equity, Integration and Cultural Diversity	Policy No:	P01-02
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