



DIVERSITY AND INCLUSION POLICY

OVERVIEW

At NVR Education Australia, we are proud to foster a community that celebrates cultural diversity by valuing and embracing the many cultures, perspectives, skills, and experiences that our students and staff bring to campus.

We are especially proud to have students from a variety of nationalities studying under one roof—sharing their cultures with pride, enriching our learning environment, and fostering a spirit of mutual respect and global understanding.

We are committed to providing a safe environment for all staff, visitor, students and stakeholders and promote diversity by valuing and embracing the wide range of cultures, perspectives, skills, and experiences that our students, staff bring to our community. This inclusive approach enriches our learning environment and supports mutual respect and understanding.

NVR acknowledges and pays our respects to the Traditional Custodians of the land on which we live, work, and learn. We recognise the ongoing connection of Aboriginal and Torres Strait Islander peoples to Country, culture, and community, and we honour their enduring histories, contributions, and wisdom.

COMPLIANCE

NVR complies with:

- Outcome Standards for RTOs – Standard 2.5
- Age Discrimination Act 2004
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- New South Wales Anti-Discrimination Act 1977 (NSW)

RESPONSIBILITY

All Staff are responsible for ensuring this policy applies to all areas of operation:

- Student Services and Admissions Manager is responsible for ensuring students are informed of wellbeing and support services, are supported to disclose details of disabilities and support needs, and supported to access required support services.
- Head Marketing Manager is responsible for ensuring marketing materials and practices are inclusive and support access to the College's products and services
- Academic Coordinator is responsible for ensuring all Training and Assessment materials are culturally appropriate and reflect inclusive practices
- The RTO Manager is responsible for ensuring all staff, including Trainers and Assessors, are aware of College's policies and procedures in working with diverse cohorts of students, and are provided with tools and training to support the College's students
- The Principal is responsible for ensuring the College is a culturally safe and inclusive place for all staff and students alike

POLICY

NVR embraces diversity and supports inclusion, ensuring all learners feel valued, supported and empowered to succeed.



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By integrating diverse perspectives into our academic programs and daily interactions, NVR not only enriches the educational experience but also prepares students to thrive in a multicultural workforce, embrace diversity and ensure our training is accessible, culturally responsive, and respectful of all learners.

NVR provides fair and accessible training and employment opportunities for all, regardless of their diversity in an environment free from discrimination, harassment, bullying and vilification.

This policy is carried through to all of the College's procedures to ensure that all staff and students are treated fairly.

In the event of a situation that is considered to be in violation of NVR's Diversity and Inclusion Policy, including instances of bullying and harassment, Staff and Students must refer to the 'Complaints and Appeals' policy and form to immediately notify the College.

STUDENTS

NVR ensures all students are provided with a culturally safe and supportive learning environment by ensuring:

- Student recruitment practices ensure the College remains accessible and inclusive of all student cohorts
- All learning and assessment materials and practices are culturally appropriate and reflect inclusive practices
- Students are supported to disclose their disabilities, learning and wellbeing support needs
- All students are informed of student support and wellbeing services available
- All students are supported to access support services which are accessible and inclusive
- Reasonable adjustment is actively provided to students with disabilities, ensuring training and assessment remains accessible and equitable
- The College enforces strict antibullying and harassment practices
- The College takes a no tolerance approach to discrimination, antisemitism & vilification of any kind
- The College ensures staff awareness of historical and systematic barriers to participation of First Nations people
- The College acknowledges the unique experience of First Nations people in Australia

STAFF

We are committed to fostering a safe, respectful, and inclusive work environment where all staff members feel valued, supported, and empowered to thrive. We recognise and celebrate the diversity of our workforce, including differences in race, ethnicity, gender, age, sexual orientation, disability, religion, and cultural background.

Our organisation upholds the principles of equity and inclusion by:

- Providing a workplace free from discrimination, harassment, and bullying.
- Promoting inclusive practices in recruitment, development, and advancement.
- Ensuring that all employees have access to the resources, materials, and support they need to succeed.
- Encouraging open dialogue, mutual respect, and understanding among all team members.
- Continuously reviewing and improving our policies and practices to better support diversity and inclusion.
- Providing Staff with opportunities for personal development to build up skills & awareness surrounding prevalent issues in the industry – including antisemitism, discrimination & vilification.

All staff have a role to play in maintaining a safe and inclusive workplace. We are committed to ongoing education, accountability, and action to uphold these values.



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PROCEDURES

MARKETING AND INFORMATION

All recruitment practices, ensure the College remains accessible and inclusive of all student cohorts. To achieve this NVR ensure that all sales and marketing materials provide information must be written so that it is clear, simply and accessible, and does not include terminology or jargon that may not be universally understood.

All materials must use inclusive language, respectful imagery, and unbiased information.

To enforce this, all new agents, provide an overview of NVR Education's current marketing prospectus, student enrolment and selection process, as well s student support services, including wellbeing and learning support

See '*Marketing and Advertising*' and '*Agent Management*'

Sales and Marketing Staff

- Ensure all Education Agents are aware of the College's support available to students:
 - Details are provided on the College website under the NVR International Student Handbook
- Ensure all Education Agents communicate the needs of any enrolling students who require support through the Enrolment Form and application process.

ENROLMENT AND ADMISSIONS

NVR must make available current, comprehensive and plain English information available and easily accessible to assist students in making informed decisions prior to enrolment.

Through NVR's enrolment and admissions processes, the College identifies any student with disabilities, wellbeing, or learning needs, which may require additional support or adjustments to be able to participate in the training and assessment they intend to undertake.

See "*Student Enrolment and Admissions*"

All students are provided with a culturally appropriate orientation program which provides important information about studying at NVR Education Australia, including college Support Services, student visa compliance requirements and changes within the industry.

See "*Student Orientation*"

STUDENT WELLBEING AND LEARNING SUPPORT

NVR ensures students have access to the educational and support services necessary for individual learners to study effectively at NVR, meet the requirements of the training product, and to achieve satisfactory progress.

See "*Student Learning Needs and Support*"

Furthermore, NVR ensures students are supported across all areas throughout their learning journey, including adjusting to study and life in Australia and personal wellbeing matters.

See "*Student Wellbeing and Support*"

Student Services & Admissions, relevant staff

- Where a student has indicated on the Enrolment Form, or it is identified during the course entry interview or Orientation Process that a student may require any additional support, notify the



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Academic Coordinator and RTO Manager to organise suitable support to be made available for the student on commencement

- If it is determined that a student requiring intervention (during their course), needs learning support or reasonable adjustment to be made, organise a meeting with the student and Academic Coordinator to discuss and schedule relevant support required within 2 weeks of identifying the support needs
- If it is determined that a student requires wellbeing support at any time, meet with the student to establish what support is required and make necessary arrangements and referrals
- For all students needing individualised support, ensure an '*Individual Support Plan*' is created, implemented and monitored for each student with learning or wellbeing support needs

DISCRIMINATION, ANTISEMITISM & VILIFICATION

NVR recognises the impact that discrimination, antisemitism and vilification can cause to an individual's wellbeing and subsequently to their ability to engage with their studies.

NVR does not tolerate any acts of discrimination, antisemitism or vilification. Any such instances will be addressed with immediate action and documented as per our policies and procedures. All included parties will be requested for a meeting to discuss the case, its impact and to create an action plan to address the issue. Disciplinary actions may be taken should the case be unable to be resolved as determined by NVR Management.

NVR acts to minimise the opportunities for such instances by fostering a positive and supportive environment, monitoring and reacting to instances swiftly, and by providing students and staff with the access to report instances free of charge and repercussion.

FIRST NATIONS PEOPLE

NVR recognises the rich cultural heritage, traditional knowledge, and rights of Indigenous peoples, and we strive to incorporate these values into all aspects of our work.

The College demonstrates its respect for indigenous people and culture by making our staff, students and visitors aware of the Indigenous peoples' deep cultural, spiritual, and historical connection to the land through our acknowledgement of first nations people. Raising awareness of Indigenous histories, supports social justice and inclusivity, and helps build respectful relationships with Indigenous communities, which is important for Australian residents and visitors alike.

When interacting with First Nations peoples we do so with humility and sensitivity to their cultural values, traditions, and customs. We aim to engage in a manner that is respectful of their diverse languages, worldviews, and histories.

While working with students of First Nations origin, NVR follows a collaborative and consultative approach to identify any reasonable adjustments to Training and Assessment Services without compromising the integrity of the Training Product.

We will actively seek feedback from the community to ensure that any issues are addressed promptly.

TRAINING AND ASSESSMENT

NVR Education Australia must develop and implement training and assessment system to ensure:

- Training is well-structured and enables VET students to attain skills and knowledge consistent with the training product and industry needs



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- Assessment judgements are consistently made on a sound basis and consistent with the training product
- Validation of assessment judgements is carried out

A student must:

- Be assessed in a way that is fair and appropriate
- Be assessed against all of the tasks identified in the elements of the unit
- Demonstrate they are capable of performing these tasks to an acceptable level

This includes ensuring that the Training and Assessment is accessible to students across many cultures, genders, identities, races, abilities, sexual orientations, and socioeconomic backgrounds.

As part of the College's pre-assessment review, validation and continuous improvement activities, we ensure that all training and assessment tools assessment considers learners' LLND skills and cultural backgrounds and allows flexibility for different learner needs without compromising outcomes.

The College also provides opportunities for students to provide feedback on Trainers and Training to allow students to address any thoughts and perspectives on the training being delivered.

Support Plans and Reasonable Adjustment

NVR identifies and addresses learner needs throughout their course and manages any adjustments and support services via a student's "*Individual Support Plan*".

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT

All staff are provided with a general induction which outlines the College's Employee and Student Handbooks as well as standards and expectations of behaviour, including equality and inclusivity.

Staff are provided with role-based inductions which address diversity and inclusion. Trainers and Assessors are additionally provided a *Trainer Information Guide* as part of their induction, which provides recommendations for how to make the classroom more inclusive and responsive to diverse needs.

NVR schedules internal and external professional development activities each year, with PD activities aiming to address a range of topics, including diversity and inclusion.

See "*Staff training and professional development*"

ASSOCIATED DOCUMENTS AND FORMS

- *Access and Equity Policy*
- *Student Wellbeing and Support*
- *Student Learning Needs and Support*
- *International Student Handbook*
- *Employee Handbook*
- *Student Code of Conduct*
- *Staff Code of Conduct*
- *Complaints and Appeals Policy*
- *Critical Incidents Policy*

DOCUMENT CHANGES AND MODIFICATIONS



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Date	Summary of changes	Approved by
02/05/2025	Newly established policy	Samantha
03/10/2025	Updated to include a summary of supporting policies and procedures and how diversity and inclusion is addressed	Samantha
31/03/2026	Updates to address vilification and antisemitism	Catherine