



FACT ADELAIDE • STUDENT POLICY

Diversity, Equity and Inclusion Policy

Respectful participation and practical support

FACT-POL-23 | Revision 2026.1-D02

Proposed effective date: 1 October 2026

Next review: 1 October 2027

Policy owner: Allan Bartlett, Course Director

Draft prepared for review: 6 September 2026

FORMAL APPROVAL AND PUBLICATION PENDING

Simplified full policy for student review.
Includes amendment history and release checks.

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Diversity, Equity and Inclusion Policy

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1. A respectful learning environment

FACT aims to provide a safe, welcoming learning environment for students, staff and relevant visitors in classrooms, online and at workplaces. Discrimination, racism, harassment, bullying and victimisation are not accepted.

People must be treated respectfully without assumptions about their background, disability, age, sex, gender, culture, language or family circumstances. This policy works with the Access and Equity and Student Behaviour policies.

2. Cultural safety and participation

FACT supports a culturally safe learning environment for Aboriginal and Torres Strait Islander students. Staff use respectful language and learning materials, listen to feedback and respond to culturally unsafe conduct.

Students may privately discuss communication, cultural or participation needs. FACT considers reasonable flexibility and seeks appropriate advice where needed. No student is required to represent a whole community or share personal experiences with the class.

3. Support and reasonable adjustment

FACT considers each student's actual needs and explains course requirements clearly. Support may include accessible materials, communication assistance, suitable technology, breaks or another permitted adjustment under the LLN and Assessment Policy.

Students must still meet the course's required competency and safety standards. If a requested adjustment cannot be made, FACT explains why promptly, discusses suitable alternatives and explains review options. Asking for support does not itself justify exclusion.

4. Wellbeing and privacy

Students experiencing difficulty can speak privately with their trainer or contact FACT. Staff can discuss training support, an appropriate break or absence and suitable external help within their role. They do not diagnose or provide counselling beyond their qualifications.

FACT asks only for information needed to consider support and protects it under the Privacy Policy. Routine referrals require appropriate consent. If there is an immediate emergency, call 000 and follow the site emergency arrangements.

5. Raising a concern

Report discrimination, harassment, bullying or another inclusion concern to FACT. You do not have to confront the other person first. FACT takes a single serious incident seriously and considers any immediate protection needed.

FACT will hear the relevant accounts, consider evidence and respond fairly under the Complaints Policy. Temporary safety action does not decide the final outcome. A legitimate complaint is not misconduct. Any conduct limits must still allow the underlying concern to be addressed. Contact FACT on (08) 7226 5936 or info@factadelaide.com.

6. Review and improvement

Students may seek review under the Appeals Policy. Support and investigation records are restricted to the people who need them and retained under the Student Records Policy.

Allan Bartlett, Course Director, oversees this policy. Management reviews feedback, barriers to participation and staff learning needs, assigns improvements and checks completion. FACT will consider affected students' feedback when reviewing changes.

Document control and release record

Internal record — remove this page from the student-facing publication.

Document: FACT-POL-23 — Diversity, Equity and Inclusion Policy

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Amendment record

2026.1-D01 | 6 September 2026 | Initial renewed draft in the FACT policy review pack.

2026.1-D02 | 6 September 2026 | Simplified D01 and the public DEI source, corrected the policy number to 23, retained cultural safety and practical support, and aligned privacy, complaints and review with the renewed set. Detailed operating checks remain in this internal record. Matching FACT cover and control record added.

Status and release checks

Complete draft prepared for Allan's review. No final wording acceptance, formal management approval or publication is recorded by creating this copy. Existing accepted terms and statutory rights remain applicable.

Confirm the actual support contacts, accessible communication routes and current external support directory. Arrange appropriate staff briefing and a practical cultural-safety feedback process; do not claim consultation or training that has not occurred.

Confirm fair handling where a complaint involves management and the requested independent-review avenue in the Appeals Policy. Align Policies 01, 05, 06, 07, 11, 12, 15 and 20. Record real implementation actions and review their completion.

Recheck current requirements before release and when they change. Update the handbook, relevant forms and booking messages, brief staff and record approval and publication separately.

Wording reviewed by / date: _____

Approved by / date: _____

Published / date: _____

Sources checked — 6 September 2026

Business sources: FACT public DEI-policy.pdf (June 2026); review-pack FACT-POL-23 D01; Access and Equity, Behaviour, Privacy and LLN/Assessment discussions.

[FACT — Current source DEI policy](#)

[ASQA — Diversity and inclusion](#)

[ASQA — Training support and reasonable adjustment](#)

[OAIC — Use and disclosure of personal information](#)

Future amendment — version / date: _____

Change and reason: _____

Authorised by: _____