

Equity and Inclusion Policy

Vocational Education and
Higher Education





Scope

This policy is applicable to students at Kaplan Education Pty Ltd and Kaplan Higher Education Pty Ltd, both trading as Kaplan Professional (referred to as 'Kaplan').

Purpose

This policy affirms Kaplan Professional's commitment to fostering an inclusive, equitable and diverse learning and working environment, ensuring all individuals have fair access to education, training, and support.

This policy applies to all Kaplan Professional students and stakeholders involved in the provision of vocational and higher education and other education products and services.

It supports compliance with relevant anti-discrimination and Equity legislation. These commitments underpin our ongoing compliance with the Higher Education Standards Framework (2021) and the Standards for RTOs 2025.

Policy Statement

Equity and inclusion are essential to the ongoing success of Kaplan Professional as a leading education provider. We believe that a collaborative and inclusive culture enhances learning, teaching and student outcomes.

Kaplan Professional is committed to:

- Promoting social justice, human rights, and fairness across all areas of operation
- Recognising and supporting the diverse backgrounds, experiences and needs of students
- Ensuring that learning, teaching and assessment practices are inclusive, accessible and free from discrimination
- Making Reasonable Adjustments to enable equitable participation, particularly for students with disabilities
- Monitoring the participation and outcomes of underrepresented groups to inform continuous improvement
- Embedding Equity and Inclusion principles into curriculum design, admissions processes, student support, and professional practice

Definitions

Equity	In education means that personal or social circumstances such as socio-economic background, gender, ethnic origin or family background, are not obstacles to achieving educational potential (fairness) and that all individuals reach at least a basic minimum level of skills.
Inclusion	Inclusion secures opportunities for individuals with disabilities to learn alongside their non-disabled peers in general education classrooms.
Reasonable Adjustment	A measure or action (or a group of measures or actions) taken by Kaplan Professional that has the effect of assisting an individual with disability to provide the same opportunity as an individual without disability, and support services that may be offered by Kaplan Professional to an individual who requires additional support because of their disability.



Principles

Kaplan Professional's Equity and Inclusion principles are designed to ensure fair and equitable access to education and training for all students, while fostering a safe, inclusive and respectful learning and working environment.

1. **Commitment to Social Justice and Human Rights:** Affirm Kaplan Professional's commitment to the principles of social justice, fairness, and equal opportunity in education and employment.
2. **Inclusive Policies and Practices:** Embed inclusive design across all educational activities, policies and support services to accommodate the diverse needs of students. This includes proactively addressing the under-representation and disadvantage experienced by Equity groups.
3. **Equity in Access and Participation:** Provide all individuals with fair access to learning and assessment opportunities, regardless of personal characteristics such as age, gender, race, cultural background, socio-economic status, location, disability, or sexual orientation.
4. **Reasonable Adjustment:** Make Reasonable Adjustments to enable students with disabilities to apply for and participate in programs on the same basis as other students, in line with legislative requirements.
5. **Cultural Safety and Respect:** Foster a culturally safe environment where First Nations peoples and individuals from diverse backgrounds feel respected, acknowledged and supported.
6. **Inclusive Leadership and Accountability:** Require leaders, managers and educators to actively support diversity and Inclusion by identifying and implementing strategies for continuous improvement in curriculum, teaching and support.
7. **Respectful Engagement and Safe Environment:** Promote respectful engagement and collaboration among staff and students, free from discrimination, harassment, bullying, vilification and victimisation.
8. **Monitoring and Evaluation:** Monitor the participation, progress and outcomes of Equity groups, and use this data to improve access, support strategies, teaching practices and student success.
9. **Transparent and Non-Discriminatory Processes:** Ensure recruitment, selection and admissions processes are transparent, ethical and free from discrimination or bias.
10. **Support Early Disclosure and Individual Needs:** Encourage early disclosure of any personal needs or barriers to learning and respond with tailored support or referral where appropriate.
11. **Equity in Digital and Remote Learning:** Ensure inclusive access to online and remote learning environments through accessible platforms, adaptive technologies and flexible support.
12. **Encourage Reporting and Addressing Breaches:** Actively encourage the reporting of any conduct that breaches this policy, and respond through fair, transparent and timely processes.

Kaplan recognises the diverse and evolving nature of student populations and supports a range of Equity groups, including but not limited to:

- Aboriginal and Torres Strait Islander peoples;
- People with disabilities;
- Women, especially in areas of study where they have been under-represented;
- People from non-English speaking backgrounds;
- People who are the first in their family to attend a higher education institution;
- People from lower socio-economic backgrounds;
- People from remote, rural or isolated areas;



- Any other groups of prospective students that may have experiences disadvantage.

There are no limitations in terms of accessibility to any physical location as Kaplan Professional is an online provider.

Responsibilities

Recruitment and Admission

- The student recruitment process is bias-free and non-discriminatory. The process is the same for all applicants and is based solely on the applicant meeting published entry criteria, and the availability of places.
- Applicants will be provided with adequate information and appropriate advice to enable them to select the most suitable course for their needs, including any prerequisite requirements and the level of support they may expect.
- Kaplan Professional provides information and guidance to assist students in determining whether a course is suitable for their needs and within their capacity to complete.
- Any special needs of students will be identified at the enrolment stage or, if that is not feasible, as early as possible after the commencement of the course and provide students with timely responses to their queries about additional learning support and adjustments.

Learning and Assessment

- Assessment tasks and processes will be adapted where possible to meet diverse needs, without compromising integrity.
- Students will be encouraged to disclose and provide evidence of any needs early and be consulted about adjustments
- Curriculum and subject development will incorporate principles of inclusive design

Reasonable Adjustment

- Kaplan takes all reasonable steps to enable students with a disability to apply for and participate in programs on the same basis as others. Kaplan Professional will review all requests for Reasonable Adjustments by consulting with the student about their disability.
- Adjustments may include modified assessments, adaptive technologies, extended timeframes, etc.
- Kaplan will document eligibility, decisions, communications, and implementation plans
- Specific student needs may be identified by the student or Kaplan Professional staff at any time during the enrolment or learning and assessment process. If needs are identified, students will be consulted regarding their online study and assessment requirements and the options available, including any necessary adjustments to the online learning environment, course material, third party support and assessment completion.
- Students can apply for Reasonable Adjustment using the form available on the Kaplan Professional [Website](#). Further information can be found in the Reasonable Adjustment Policy.

Monitoring and Review

- Participation, progress and completion of Equity groups will be monitored and reported
- Data will inform improvements to recruitment, teaching, support and curriculum design



Policy Access and Staff Awareness

- This policy is made accessible to students through multiple channels, including the Kaplan Professional website and enrolment information.
- Student-facing staff are made aware of this policy during onboarding and through ongoing professional development to assist them in upholding its principles and supporting students effectively.

Reporting, Complaints and Appeals

If a student has a concern related to equity or inclusion, they are encouraged to contact the Customer Experience Team in the first instance. Any formal complaint or appeal regarding the implementation of this policy will be managed in accordance with the *Grievances, Complaints and Appeals Policy*.

Relevant Legislation

As a registered education provider, Kaplan operates under legislation and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below.

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Fair Work Act 2009
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986
- Workplace Gender Equality Act 2012
- Privacy Act 1988
- Work Health and Safety Act 2011
- Standards for RTOs 2025
- Higher Education Standards Framework (Threshold Standards) 2021

Related Policies

This policy should be read in conjunction with the following Kaplan policies and documents:

- Admissions Policy
- Assessment Policy
- Course and Subject Development and Review Policy
- Grievances, Complaints and Appeals Handling Policy
- Reasonable Adjustment Policy
- Student Support Policy
- Teaching and Learning Principles
- Privacy Policy
- Health and Safety Policy



Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this Policy.

Policy Category	Student Support			
Responsible Officers	Chief Executive Officer			
Implementation Officers	General Managers, Head of Student Experience			
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Approved by				
Policy Committee				
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