



VIITE

Victorian International Institute
of Technical Education
RTO No. 22452 | CRICOS: 04136G

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Victorian International Institute of Technical Education

Cultural Diversity and Inclusion Policy



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Table of Content

1. Purpose	3
2. Scope	3
3. Policy Statement	3
4. Principles	4
5. Support Services and Initiatives	4
6. Responsibilities	4
7. Confidentiality and Privacy	5
8. Continuous Improvement	5
9. Complaints and Appeals	5
Approvals and Document Control	5



Student Wellbeing Policy

1. Purpose

The purpose of this policy is to outline Victorian International Institute of Technical Education (VIITE) commitment to promoting and supporting the wellbeing of all students. VIITE recognises that student wellbeing is vital for effective learning and academic success and is committed to creating a safe, supportive, and inclusive learning environment.

2. Scope

This policy applies to all students enrolled at VIITE, across all modes of study and to all staff involved in supporting students.

3. Policy Statement

VIITE is committed to ensuring that the physical, emotional, social, and psychological wellbeing of students is supported and prioritised throughout their learning journey. We believe that fostering wellbeing contributes to a positive learning experience and overall student success.

4. Principles

4.1 Respect and Dignity

All students have the right to be treated with respect, dignity, and fairness, regardless of background, culture, gender, sexuality, religion, or ability.

4.2 Safe and Inclusive Environment

VIITE aims to provide a learning and social environment that is safe, welcoming, inclusive, and free from bullying, harassment, and discrimination.

4.3 Early Intervention and Support

VIITE promotes early identification of wellbeing concerns and offers appropriate referrals and support services, both internal and external.

4.4 Student Voice

VIITE encourages student participation in decision-making and feedback processes related to wellbeing and student services.

4.5 Confidentiality



Student wellbeing matters will be treated confidentially, with respect for privacy and in accordance with VIITE's Privacy Policy and legislative requirements.

5. Support Services and Initiatives

VIITE supports student wellbeing through:

- **Orientation and Transition Support**
Providing information and support to help students adjust to the learning environment.
- **Academic and Personal Support**
Access to academic support, study skills resources, and counselling referrals.
- **Trained Staff and Referrals**
Staff are trained to identify signs of distress and refer students to appropriate support services.
- **External Wellbeing Resources**
Guidance on accessing services such as Lifeline, Beyond Blue, Headspace, and international student support agencies.
- **Health and Safety**
A commitment to maintaining a physically and emotionally safe environment, in line with VIITE's Work Health and Safety (WHS) Policy.
- **Student Engagement Activities**
Initiatives that encourage student interaction, cultural inclusion, and social wellbeing (e.g., wellbeing workshops, cultural days, peer support).

6. Responsibilities

- **Management:** Ensure resources, staff training, and support structures are in place to promote student wellbeing.
- **Student Support Officers:** Provide wellbeing information, initial support, and referrals to specialist services.
- **Trainers and Assessors:** Create a positive and inclusive classroom climate, and monitor student engagement and wellbeing.
- **Students:** Treat others with respect, seek help when needed, and contribute to a safe and supportive learning community.

7. Confidentiality and Privacy

All personal information related to student wellbeing will be handled in accordance with privacy laws and VIITE's Privacy Policy. Information will only be disclosed where required by law or with the student's consent.



8. Continuous Improvement

VIITE will monitor the effectiveness of wellbeing initiatives through student feedback, staff consultation, and regular review of this policy. Improvements will be made as part of VIITE's quality assurance processes.

9. Feedback, Complaints and Appeals

Students who feel their wellbeing concerns have not been adequately addressed can lodge a complaint under VIITE's Feedback, **Complaints and Appeals Policy**. All complaints will be handled respectfully and promptly.

Approvals and Document Control

This set of policies and procedures has been purchased under a licence agreement with RTO Works and has been reviewed and customised to suit Victorian International Institute of Technical Education's specific requirements.

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