



Making career development easy

Access and Equity Policy and Procedure

Purpose

ARC Training endeavours to give all students and prospective students equal access to training opportunities. This policy and procedure outlines how ARC Training responds to the difficulties students may experience in accessing and completing training.

Scope

This policy applies to students, and all prospective students of ARC Training, employees and third parties acting on behalf of ARC Training.

Definitions

Access to training	Requesting information on and being accepted into training.
Equity	Equal opportunity for students/ students in enrolment and training.
Discrimination (Training)	Making a distinction or judgement based on a personal characteristics which precludes a person from entering training or creates a barrier to successful completion of training.
Inclusive Learning	Everyone learns differently Being inclusive is everyone's responsibility students/ students bring existing knowledge and skills including five core skills underpin all learning

Aim

To ensure all students and prospective students with ARC Training have equal ability to access training and any barriers to success in training are minimised where possible. This policy and procedure meets Standards for Registered Training Organisations (RTOs) 2015, and all State and Commonwealth Government funding requirements and all relevant legislation.

Policy

ARC Training endeavours to give all students equal opportunity to commence training and be successful in their learning. Where there are perceived barriers to enrolment or successful completion these will be identified and every attempt made to provide adjustments that are fair and reasonable where possible.

At all times ARC Training will act in accordance with the relevant Equal Opportunity/Anti-discrimination legislation and all other legislation and government funding requirements in the selection and enrolment of students.

ARC Training embraces inclusive learning as part of its everyday practices.

In matters of Access and Equity, any instances of discrimination will be investigated under the Complaints and Appeals procedure. Where applicable any changes to procedure or safeguards suggested at appeal or complaint, will be reviewed/implemented by the continuous improvement committee.

Procedure

Enrolment in training

1. All training offered is approved by the Compliance Manager and the Training Delivery Manager. This ensures that all training offered, provides adequate information for students to make informed choices about undertaking training which will best suit their needs.
2. All training criteria for enrolment is clearly stated and is within the requirements determined for the particular course.
3. Adequate information is made available to students about enrolment in training courses available, any fees payable and information given on how to enrol. Assistance will be available to students as and when required to enrol in training.
4. All applications for enrolment will be processed as soon as possible and any decision to reject enrolment due to eligibility criteria will be explained in detail.
5. Students will be advised of the commencement of the training course, and be provided with access to the student handbook within a reasonable time before commencement of training.

Barriers to learning success

1. Any learning barriers are identified as early as possible by the enrolment process or by the trainer. Any issues that may affect the student's success are raised with the Training Delivery team.
2. The Training Delivery team will make a note on the student's electronic record. Where the student's issue requires a solution which is outside of readily available resources, the Training Delivery team will review the student's training plan in consultation with the student and trainer.
3. All suggested adjustments will be provided to the Training Delivery Manager and the Program Coordinators for approval.
4. An individual plan will be developed for the student by the Trainer and Assessor and approved by the Training Delivery Manager in conjunction with the student and other support staff where necessary. Where possible reasonable adjustments may be made to learning materials or method of delivery. Where the individual plan is unable to be enacted or is unsuccessful, the matter will be reviewed by the Training Delivery Manager. Any further actions will be taken in consultation with the student. Every attempt will be made where possible to facilitate a successful outcome and the student will be kept informed at all times.

Requirements of Standards for Registered Training Organisations (RTOs) 2015

ARC Training understands that all procedures must comply with the Standards for Registered Training Organisations (RTOs) 2015 and all State and Commonwealth Government applicable legislation or Government funding requirements.