ARC Training 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 learners 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 learners/ students in enrolment and training.
Discrimination (Training)	Making a distinction or judgement based on a personal characteristic 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

learners/ 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 meet Standards for National VET Regulator (NVR) RTOs 2012/ 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 learners.

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 Administration and Compliance Manager. This ensures that all training offered, provides adequate information for learners 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 course.
3.   Adequate information is made available to learners about enrolment in training courses available, any fees payable and information given on how to enrol. Assistance will be available to learners 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.   Learners will be advised of the commencement of the training course and be provided with access to the learner 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 learner's success are raised with the Training Co-ordinator.
2.   The Training Co-ordinator will make a note on the learner's electronic record. Where the learner's issue requires a solution which is outside of readily available resources, the Training Co-ordinator will complete a Training Adjustment Request form for the learner.
3.   Training adjustment requests will be sent to the Administration Training Delivery Manager for approval.
4.   An individual plan will be developed for the learner by the Trainer and Assessor and approved by the Administration and Compliance 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 Administration and Compliance Manager. Any further actions will be taken in consultation with the learner. Every attempt will be made where possible to facilitate a successful outcome and the learner will be kept always informed.

Requirements of Standards for National VET Regulator (NVR) RTOs 2012 / Standards for Registered Training Organisations (RTOs) 2015

ARC Training understands that all procedures must comply with the Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015 and all State and Commonwealth Government applicable legislation or Government funding requirements.