AUSTRALIAN COLLEGE
EXPANDING YOUR HORIZONS

RTO ID: 91110
Suite 10/17 Gerrale Street, Cronulla 2230 NSW
Tel: +61 2 9386 2500

Email: admin@australiancollege.edu.au
Visit: www.australiancollege.edu.au

Access and Equity Policy and Procedures

Purpose

As a values-based organisation, Australian College is committed to ensuring access and equity to all students or prospective students. The intent of this policy and procedure is to outline how the organisation is responsive tostudent's individual needs whose age, gender, cultural or ethnic background, disability, sexuality, language skills,literacy or numeracy level, unemployment, imprisonment or remote location may otherwise become a barrier to accessing Australian College's programs or a successful training outcome.

Scope

This policy defines how Australian College provides an inclusive education service and a learning environmentwhich is free from discrimination, harassment and victimisation and one in which student opportunities for successful completion are optimised.

Definitions

Access and Equity - Access and equity means policies and approaches aimed at ensuring that Vocational Education and Training is responsive to the individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.

Discrimination - Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law. This includes bullying someone because of a protected characteristic.

Direct Discrimination - Direct discrimination happens when someone is treated unfavourably because of a personal characteristic protected by the law. Direct discrimination often happens because people make unfair assumptions about what people with certain personal characteristics can and cannot do.

Indirect Discrimination - Indirect discrimination occurs when an unreasonable requirement, condition or practice is imposed that disadvantages a person or group because of a personal characteristic.

RTO ID: 91110
Suite 10/17 Gerrale Street, Cronulla 2230 NSW
Tel: +61 2 9386 2500

Email: admin@australiancollege.edu.au
Visit: www.australiancollege.edu.au

Policy

Australian College is committed to ensuring that all enrolled students have access to educational opportunities.

Australian College applies easily defined and tangible rules in support of access and equity, namely:

- All students are given fair and reasonable opportunity to enrol, undertake and complete their training withinexpected and agreed timeframes.
- All staff are given fair and reasonable opportunity to participate in relevant decision-making processes andthe allocation of resources and services as required to fulfil their duties and responsibilities.
- Discrimination, direct or indirect, is not tolerated and will lead to disciplinary action of the offender if proved.

Perceived deficiencies in the *Access and Equity Policy and Procedures* and its implementation are documented and reviewed as part of the Continuous Improvement Policy and Procedures. Deficiencies are investigated to determine whether a problem or policy discrepancy exists, and if so, the impact of that deficiency, how the policy should be amended to eliminate the deficiency and whether the suggested amendment is consistent with a 'best practice strategy'.

The Chief Executive Officer will be responsible for the implementation of the Access and Equity legislation and timely distribution to its employees and students.

Legislation

Australian College acknowledges the legal responsibility that reasonable steps have been taken to prevent discrimination and harassment from occurring in the workplace and learning environment.

Australian College abides by the human rights and anti-discrimination legislation that protects those involved in the training system. This legislation makes discrimination and harassment in the provision of education, employment and the provision of goods and services unlawful.

Details concerning the scope of Australian College's *Access and Equity Policy* are clearly displayed throughout the organisation.

RTO ID: 91110
Suite 10/17 Gerrale Street, Cronulla 2230 NSW
Tel: +61 2 9386 2500

Email: admin@australiancollege.edu.au
Visit: www.australiancollege.edu.au

Equality in Student Selection

Australian College is committed to ensuring that the student selection processes is fair and equitable and, is consistent with the requirements of Australian College and Training Package requirements. Australian Collegeensures that candidates who do not meet entry requirements will be advised.

Therefore, selection into our programs is based upon the potential student:

- meeting Australian College entry requirements;
- satisfying appropriate funding body (Smart and Skilled) eligibility criteria (if applicable);
- provide evidence of an achieved pre-requisite qualification or employment experience (if applicable);
- meeting required industry age requirements that may be in place for a particular course;
- having or can access particular requirements pertaining to their mode of study (if applicable).

Equality and Student Enrolment

Australian College is committed to the enrolment of students when the organisation has the capacity to deliver the course for which the student is enrolling and where the student has;

- applied in the prescribed manner;
- meets the selection requirements for the relevant course;
- meets the selection criteria for the course, or have satisfactory equivalentqualification or experience to undertake the course;
- supplied accurate personal and previous qualification information;
- agreed to abide by the organisation's policies, procedures and code of conduct;
- paid the prescribed fees (refer to the *Fees, Charges and Refunds Policy and Procedures*).

Wellbeing of Students under 18 Years of Age

Australian College reports any concerns about the safety, welfare and well-being of students in accordance with State Child Protection Acts (refer to 'Relevant Standards, Legislation and Guidelines' section at the end of this policy) to the relevant State Department of Family and Community Services.

Equity and Access

Australian College is committed to providing support services and equal access to opportunities for students with a disability, in accordance with the provisions of the Disability Discrimination Act (1992).

RTO ID: 91110
Suite 10/17 Gerrale Street, Cronulla 2230 NSW
Tel: +61 2 9386 2500

Email: admin@australiancollege.edu.au
Visit: www.australiancollege.edu.au

Australian College will always respect a student's right to privacy and confidentiality in relation to their disability and be sensitive to the needs of students with a disability. Students with a disability are required to have the ability to fulfil the core requirements and satisfactorily complete competencies/learning outcomes within all courses to attain the relevant award. However, it is recognised that flexibility in arrangements may need to be implemented. Such arrangements may be negotiated with the Head of Faculty and/or the CEO.

Assessments conducted as part of recognition assessment are moderated alongside other samples of regular assessment processes to ensure consistency and parity of assessment across all instances of assessment, whether undertaken at the end of a course of training or as a result of recognition application.

Our student selection processes are non-discriminatory and are based on objective entry criterion. For more information see the *Enrolment Policy and Procedure*.

Australian College is committed to supporting students with special needs. We do this by identifying special needs and, where appropriate, make reasonable adjustments to the learning and assessment environment. For those students who are financially disadvantaged, the organisation attempts to minimise barriers to application and enrolment through the use of payment plans and where appropriate wavering of fees.

Australian College is an equal opportunity employer and training provider, and as such does not discriminate against, or favour target groups in the recruitment of students or staff.

Target Groups are defined as:

- Aboriginal and Torres Strait Islanders;
- People with a disability;
- People from non-English speaking backgrounds;
- People in transition and other special groups (i.e. people re-entering the workforce, long term unemployed, sole parents, people with literacy problems, and those who have been institutionalised);
- Women;
- People from regionally isolated communities.

All applicants are provided with information about access and equity issues and Australian College's complaints and appeals process. Access and equity principles are communicated to applicants through our Student Handbook and our College website.

RTO ID: 91110
Suite 10/17 Gerrale Street, Cronulla 2230 NSW
Tel: +61 2 9386 2500

Email: admin@australiancollege.edu.au
Visit: www.australiancollege.edu.au

Making a Complaint

All applicants have the right to object to discrimination and harassment in any form, and to complain when such discrimination takes place. For full information on the complaint process, please refer to Australian College's *Complaints and Appeals Handling Policy* and Procedure.

Application and Enrolment Procedures

Step 1	**Pre-Enrolment Information**
	Applicant has access to the pre-enrolment information listed below. • Pre-Enrolment Information Contains important information to help applicants make an informed decision about their training and outlines how and where to find Australian College Policies and Procedures. • Course Information Flyer (Brochure) Contains information about the relevant course, including how the course will be delivered and fees information. • Unique Student Identifier (USI) All students enrolled in Nationally Recognised Training must have a Unique Student identifier (USI) • Recognition of Prior Learning (RPL) and Credit Transfer Applicants who want to apply for RPL should contact Australian College. If they are applying for Credit Transfer, applicants will need to provide a copy of their Qualification and Transcript (Record of Results) or Statement of Attainment with their application. A completed 'Consent and Verification Form' must also be included to ensure Australian College can verify the applicant's credentials.
Step 2	**Application**
	• Apply online for the Unique Student Identifier at https://www.usi.gov.au/ • Applicants complete the Course Application/Enrolment Form and submit it to Australian College. • Given the information provided, Australian College will process the information provided in the Enrolment Form and will follow up with the applicant on further information and documentation to be submitted by the applicant, such as a copy of their photo ID (drivers licence, passport or any other photo ID they may have) and other documentation, as required to support their application (e.g. concession and/or citizenship evidence, visa, etc). • If they are applying for credit transfer or RPL, they also need to include relevant evidence as necessary, e.g. copies of relevant qualifications, transcripts, statements of attainment and verification consent form.

RTO ID: 91110
Suite 10/17 Gerrale Street, Cronulla 2230 NSW
Tel: +61 2 9386 2500

Email: admin@australiancollege.edu.au
Visit: www.australiancollege.edu.au

	• If applicants indicate on the Enrolment Form that they may have a disability or learning need, they will be asked to complete the *'Request for Learning Support'* form. • Applicants under the age of 18 years, will be asked to provide a completed and signed *'Parent/Guardian Consent'* form. •
Step 3	**Language, Literacy, Numeracy and Digital Skills (LLND)**
	Applicants must complete the pre-enrolment (LLND) test – this occurs at the time of application. A link to the LLN test and the digital literacy test will be sent to all applicants once the Enrolment Form has been received. The pre-enrolment (LLND) tests have been developed to provide students, trainers / assessors and Australian College with an understanding of the literacy, numeracy, problem-solving and contextualised knowledge and skills as well as digital literacy required when undertaking entry level training.
Step 4	**Australian College Administration**
	Once all documentation has been provided, Australian College will process the application. Applicants are notified of acceptance into the course prior to course commencement. (allow for 3-5 business days for processing). A Notification of Enrolment will be issued to the student (expires approx. two months from the date of issue) for Smart and Skilled funded students.
Step 5	**Payment of Fees**
	An invoice will be issued to the student for payment of fees. Applicants must pay the required fee (no more than $1500 up front) prior to commencement of training or can pay a deposit and enter into a payment plan. The amount of deposit paid upfront may vary from one course to another. Students will be informed of the deposit amount once a payment plan has been established.
Step 6	**Enrolment**
	Once the application has been processed and accepted, and the first payment instalment has been received, students receive the 'Welcome' email. Students enrolled under a Smart and Skilled training program, will receive the 'Notification of Enrolment'. The students will complete the Orientation session online prior to commencing their studies. Students will be provided with further information on their training plan/schedule and learning resources for their course. Learning needs identified at the application stage will be noted on the training plan and stored in their student file.

RTO ID: 91110
Suite 10/17 Gerrale Street, Cronulla 2230 NSW
Tel: +61 2 9386 2500

Email: admin@australiancollege.edu.au
Visit: www.australiancollege.edu.au

Related Policies and Forms

- Student Handbook
- Language, Literacy and Numeracy Policy
- Individual Training Plan
- Code of Conduct
- Fees, Charges and Refunds Policy
- Consumer Protection Policy
- Cultural Safety Policy
- Assessment Policy and Procedure
- Continuous Improvement Policy and Procedures
- Enrolment Policy and Procedure
- Privacy Policy
- Complaints and Appeals Handling Policy
- Enrolment Form
- Parent/Guardian Consent Form
- Request for Learning Support Form

Relevant Legislation and Guidelines

- Standards for Registered Training Organisations 2025
  - National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020
  - Age Discrimination Act 2004
  - Australian Human Rights Commission Act 1986
  - Disability Discrimination Act 1992
  - Racial Discrimination Act 1975
  - Sex Discrimination Act 1984
  - Workplace Gender Equality Act 2012
  - Fair Work Act 2009
  - New South Wales Anti-Discrimination Act 1977 (NSW)
  - Children and Young Persons (Care and Protection) Act 1998(NSW)

Additional References

- Smart and Skilled Contract Terms and Conditions (current)
- Smart and Skilled Operating Guidelines (current)

Review

RTO ID: 91110
Suite 10/17 Gerrale Street, Cronulla 2230 NSW
Tel: +61 2 9386 2500

Email: admin@australiancollege.edu.au
Visit: www.australiancollege.edu.au

This policy and procedure will be reviewed annually or amended following continuous improvement strategies implemented by the Australian College.

Version Control and Responsible Officers

Responsible Officer:		Chief Executive Officer
Approved by:		Chief Executive Officer
Next review scheduled:		June 2026
Approved and commenced:		June 2025
Version	**Authored/Reviewed by**	**Brief Description of Changes**
V2.0	Quality and Compliance Manager	New policy. (May 2023)
V2.1	Quality and Compliance Manager	Policy reviewed and aligned with new Standards for RTO's 2025, Compliance Requirements and Credential Policy. (June 2025)