

Access & Equity Policy

VET Governance

National VET Regulations standards attached to this are:

- Standards for NVR Registered Training Organisations
- SNR 16 the NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients.

SRTO

1.7: The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses

5.1: Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.

5.2: Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:

the code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register

the training and assessment, and related educational and support services the RTO will provide to the learner including the:

estimated duration

expected locations at which it will be provided

expected modes of delivery

name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf, and

any work placement arrangements.

the RTO's obligations to the learner, including that the RTO is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

the learner's rights, including:

details of the RTO's complaints and appeals process required by Standard 6, and

if the RTO, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in

the learner's obligations:

in relation to the repayment of any debt to be incurred under the VET FEE-HELP scheme arising from the provision of services

any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product, and

any materials and equipment that the learner must provide, and information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services.

Enable College policies/procedures:

- Code of Practice
- Learner Support Policy
- Enrolment policy/procedure
- Course structure
- Complaints appeals policy
- Handbook



Access & Equity Policy

Enable College is committed to providing equal opportunity and promoting inclusive practices and processes integrating the principles of access and equity in its policies and procedures.

Enable College staff provide assistance to all students to identify and achieve their desired learning outcomes.

Staff are committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy. This policy states how Enable College will provide inclusive education and a learning environment free from discrimination, harassment and victimisation.

Principles

Enable College ensure student enrolment is bias-free and non-discriminatory by:

- Using the same enrolment process for all applicants;
- Basing enrolment solely on availability of places and the applicant satisfying course entry requirements;
- Providing applicants with adequate information and support to enable them to select the most suitable program for their needs.

Procedures

- The access and equity policy of Enable College is provided within the Code of Practice.
- The access and equity policy of Enable College is explained in the staff induction procedure within all staff recruitments.
- Students have the opportunity to disclose or have identified learning support needs at enrolment or throughout courses and Enable College will provide the appropriate supports.
- Students have their training customized at enrolment and they sign off on the proposed subjects prior to accepting their place in a course.
- All Enable College staff will follow access and equity procedures and the principles of fairness and flexibility.
- If a conflict between this policy and others arises, then the staff member will report the conflict to Enable College Management.
- Access and equity training and assessment adjustments such as reasonable adjustments will be reported at the next management meeting.

Enable College Code of Practice	
This code of practice provides the basis for good practice in marketing, client support, engagement with industry, quality assurance and the administration of education and training services to clients by Enable Consultation Services Pty Ltd trading as Enable College(RTO No. 4849)	
Training and Assessment services	Enable College (Enable) has policies and management practices that maintain high professional standards in the delivery of education, training and assessment services, which safeguard the interests and welfare of clients. These standards are set and regulated by the National VET Regulator, Australian Skills Quality Authority (ASQA) conducts outcome focused audits against these standards. Enable staff are committed to providing Training and Assessment services, resources, support and equipment in a condition and environment that is conducive with achieving competency in the units of study undertaken. Client details are maintained with strictest confidentiality.
Issuance of Qualifications	Enable will promptly provide copies of all qualification and statements of attainment achieved by enrolled students and provide ongoing assistance to enquiring students with regard to their record of achievements and statements of attainment.
Financial Management	Enable applies sound and accountable financial practices within its day-to-day operations and maintains its adherence to equitable refund policies.
Records and Information Management	Enable College is committed to implementing best practice in its records management practices and systems, responding in a timely manner to all requests of information from present and past students. All staff employed by Enable College will be required to apply themselves to the provisions of the Privacy Act 1988.
Access and Equity, Student Protection	Enable is committed to the principles of access and equity in the delivery of services. The obligations we place on our staff and students to protect their health, safety and welfare, and ensure as far as possible that learning experiences are positive and free of discrimination or harassment. Our policies and procedures ensure that clients are treated fairly and receive all reasonable assistance to successfully complete courses once accepted for enrolment. Enable Management and staff provide assistance to all clients to identify and achieve their desired outcomes. Enable is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy and upholds the principles of equal opportunity and to maximizing the outcomes for students.
RPL (Recognition of Prior Learning)	Enable College management and staff are committed to supporting The RPL enquiries and requests from potential and enrolled students. Enrolling students are supplied with relevant RPL information at initial contact and orientation events prior to undertaking studies. Further support is provided with relevant RPL tools following RPL application.
Stakeholder feedback	Enable College is committed to securing and reviewing advice and feedback from all its stakeholders involved in the delivery of its Training and Assessment services.
Individual Needs	Enable does all it can to meet the individual needs of students. This includes, but is not limited to, assessing student's current skills and knowledge prior to the commencement of training.
Provision of information	Clear and accurate advice is provided to all enrolling students at Enable College. Initial contact, orientation and the commencement of studies is supported by the provision of timely information concerning enrolment procedures, vocational outcomes, fees, access and equity, guidance and support, complaints and appeals procedures and RPL arrangements or credit transfer.
Marketing Accuracy	Enable College Management and staff are committed to marketing its training and assessment services in an accurate, ethical and responsible manner ensuring that all clients are provided with timely and necessary information.

Complaints and Appeals	The complaints and appeals policies of Enable ensure that all complaints are dealt with in a constructive and timely manner. All complaints and appeals shall be reported in the fortnightly management meeting and corrective solution forms shall be raised detailing the actions required to arrive at satisfactory resolve of each complaint and grievance.
Industry Engagement	Enable regularly engages with industry to evaluate and validate our training and assessment strategies and the services provided. Where training or assessment occurs in a workplace, evidence of performance contributes to assessment. Our staff engage with industry partners to ensure they maintain their own knowledge and skills, and that training methodologies reflect industry practice. Staff are not only suitably qualified but are also sensitive to the cultural and learning needs of clients. Professional development is provided for staff as required. Our graduates hold the required skills and knowledge to the standards required by industry.
Legislative Compliance	Enable management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including but not limited to WH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and Training legislation.