

Purpose

The purpose of this policy is to promote fair and equal access to students and prospective students, ensuring that the principles of equity for all are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination.

Overview

This policy ensures that the equity principles for all are implemented through the fair allocation of resources and the right to access opportunity without discrimination within areas under our control so that students will not be discriminated against in any way. In keeping with this commitment Axial Training will strive to ensure that its training and assessment programs are relevant, fair, inclusive and responsive to the diverse needs of all students.

Policy

Axial Training will:

- Ensure all students and prospective students are treated fairly;
- Ensure non-discriminatory student selection processes are supported to encourage fair access for all people including members of under-represented groups;
- Ensure student selection procedures are open, fair and transparent procedures based on merit;
- Ensure the requirements of individual students are accounted for in the strategic and operational planning processes;
- Provide students with the opportunity to be involved, when appropriate, in the planning and decision-making processes on matters that affect them;
- Provide training programs and services that are accessible to all students in an environment that is free from discrimination and harassment;
- Provide opportunities for students to achieve outcomes that meet their personal goals;
- Provide opportunities for employee professional development to assist those who deliver training, assessment and administrative services to students from under-represented groups.

Some courses may have entry requirements or subjects that may be difficult for some students.

These standards are determined by the:



Entry requirements are based on merit and students are advised of any course entry requirements prior to enrolment. In instances where minimum entry requirements are not met, Axial will support the student to explore their options.

As entry requirements vary depending on the qualification, method of delivery and government contractual guidelines, all entry requirements are published on the Axial Training website as well as on brochures and flyers where relevant.

Entry requirements are assessed by Axial Training staff during the enrolment process and verified by central administration staff when the enrolment is submitted for processing.

Axial Training will accept any student who meets the minimum entry requirement, including Language, Literacy and Numeracy, and agrees to all fees and charges and terms and conditions associated with the enrolment.

Students are advised of all fees, charges, terms and conditions prior to signing their enrolment form and completing the enrolment process.

Axial Training staff can further utilise a Cognitive Skills test to identify any additional learning enhancement tools that may be available to assist students. The Axial Learning Enhancement Hub contains a range of tools, techniques and information that staff and students can access to support their learning.

Axial Training recognises that equity and diversity considerations and initiatives go beyond extending a helping hand to the 'disadvantaged' and responding to legislative imperatives.

This policy is a mechanism by which Axial Training demonstrates its commitment to the following State and Federal Equity Legislation and policy requirements:

- Racial Discrimination Act (1975)
- Sex Discrimination Act (1984)
- Anti-Discrimination Act (1991)
- Disability Discrimination Act (1992)
- Education Strategy for the Education of Aboriginal & Torres Strait Islander People (2015)

Process to ensure policy compliance

To ensure all information for students complies with our policies before publication:

- The Training Manager, Learning and Development Manager and Head of Administration and Resourcing Manager will review the content for clarity and accuracy;
- The General Manager must authorise all information for students;
- Once material is approved for release by all relevant personnel it is added to the register and all relevant personnel are notified and instructed to destroy old material.