

STUDENT SELECTION, FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

Overview

Access Group Training Pty Limited (AGT) supports the concept of equal opportunity and is committed to providing all staff, students and potential students with a working and learning environment which values diversity, respects differences and provides an environment that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.

Fair Treatment

AGT will treat fairly all Students and Potential Students.

Equal benefits and opportunity

AGT has open, fair and transparent procedures, based on merit for making decisions about:

- a) the selection of Potential Students; and
- b) the treatment of Students.

This policy is designed to cover all applicants including:

- Students and potential students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of the Schedule 1A and meet the course requirements under subclause 45(1) of Schedule A1 of the Higher Education Support Act 2003; and
- Individuals who are not eligible for VET FEE-HELP assistance

Potential Students seeking to enrol in a VET unit of study with AGT, regardless of their background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same process.

The above paragraph does not prevent AGT taking into account, in making decisions mentioned above, educational disadvantages that a particular Student or Potential Student has experienced or the fact that the Student or Potential Student may be enrolled via a VET restricted access arrangement.

Student Selection

AGT has open, fair and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected on merit based on the published criteria. AGT will ensure that throughout the process of selection and admission, applicants are treated equitably.

Entry criteria and application procedures are made publicly available on AGT's website www.agt.edu.au.

Entry Requirements:

Persons seeking to enrol with AGT are required to submit acceptable evidence that they meet the published entry criteria for their chosen course. To satisfy the requirements for admission to a course, applicants must demonstrate that they meet the following entry requirements:

All learners need intermediate English language skills, both written and verbal to read and complete written assessment tasks.

Diploma Course Applicants

Applicants will need to show they meet one of the following entry criteria:

- Australian Year 12 or equivalent; **OR**
- a Certificate IV; **OR**
- Certificate III in Children's Services (for entry into Diploma of Early Childhood Education & Care); **OR**
- demonstrated skills acquired through work experience; **OR**
- employed in relevant position with opportunity to acquire skills ; **OR**
- demonstrate through an Admissions Interview, either in person or by phone, that they have the skills and capability to succeed in the course.

AND for SIR50112 Diploma of Retail Management

To undertake this qualification, individuals would be required to have retail management experience in roles, such as:

- managing store presentation and pricing
- leading and managing people
- providing a safe working environment.

Examples of evidence of retail management experience may include:

- job descriptions and references from current or past employers
- an entry interview to determine retail supervision experience.

AND for CHC52212 Diploma of Community Services Coordination

To gain entry into this qualification individuals need to have previous work experience in the community sector in a job role that involved:

- self-directed application of knowledge
- exercise of independent judgement and decision-making, and
- a range of technical and other skills.

AND for BSB60207 Advanced Diploma of Business

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:

- BSB50207 Diploma of Business or other relevant qualification or
- with substantial vocational experience in a range of environments, acting in a range of senior support or technical roles.

Certificate IV Course Applicants *

Applicants will need to show they meet one of the following entry criteria:

- Australian Year 11 or equivalent; **OR**
- a Certificate III; **OR**
- demonstrated skills acquired through work experience; **OR**
- employed in relevant position with opportunity to acquire skills ; **OR**
- demonstrate through an Admissions Interview, either in person or by phone, that they have the skills and capability to succeed in the course.

AND for CHC40108 Qualification Pre-requisites:

- Certificate III in Aged Care (CHCAC318B, CHCAC319A, CHCCS411B, CHCICS303A, CHCPA301B, HLTAP301B).

Recognition of Prior Learning and Credit Transfer

All learners are offered the opportunity to apply for Recognition of Prior Learning (RPL), Recognition Current Competency (RCC) and Credit Transfer. The recognition process allows learners to apply for credit for previous study, work, life and educational experience that match the learning outcomes of specific units within their course/qualification.

AGT recognises the credentials issued by other organisations operating under the Australian Quality Training Framework through recognition. Credit transfer will be applied when applicants provide a certified AQF qualification or statement of attainment issued by another Registered Training Organisation in the relevant qualification or units of competency.

All learners complete an Enrolment Form prior to commencement of training where they are asked if they wish to apply for RPL, RCC or Credit Transfer. Applicants who do indicate they want to apply for RPL or RCC are provided with a Recognition Kit including information about the recognition process and an Application for Recognition form. All assessments for RPL or RCC applications are reviewed by staff who are qualified to conduct the assessment.

Applications

Individuals who seek to enrol in a course with AGT must complete and submit the Application/Enrolment Form (AEF) which is available on AGT's website or is available upon request. The application should include evidence that the applicant meets the published entry requirements for their chosen course.

Offer and acceptance

AGT will assess the application against the published entry requirements and request further information if required.

Applicants who do not meet the entry requirements will be sent a letter clearly outlining the reasons why they have not been offered a place in the course. The letter will also advise the unsuccessful applicant about their right to appeal the decision.

Applicants who meet the published entry requirements will be advised in writing of their offer of a place in their chosen course and details about the course including commencement date, payment options, the venue and any other relevant information.

Cancellation of enrolment

A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false.

Publication

This *Student Selection, Fair Treatment and Equal Benefits and Opportunity Policy and Procedure* is made available to students and persons seeking to enrol with AGT through publication on AGT's website www.agt.edu.au