



**ACCESS, EQUITY AND ENROLMENT  
POLICY AND PROCEDURE**



**Allara**  
LEARNING

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# Access, equity and enrolment Policy and procedure

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# Access, equity and enrolment Policy and procedure

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## 1. Overview of the Access, equity, and enrolment policy and procedure

### 1.1. Purpose

This policy describes the practices and procedures by which Allara will ensure the compliance with the relevant equal opportunity legislation which are detailed within this policy.

Allara's Access and Equity Policy acknowledges its legal obligations under the relevant State and Territory equal opportunity laws, to ensure that our working and teaching practices are fair and equitable, and our learning environment non-discriminatory.

### 1.2. Definitions

**Allara** – Allara Investments Pty Ltd, trading as Allara learning and is inclusive of; Tactical Training Group Pty Ltd, RTO provider No: 91054 (TTG) and W G learning Pty Ltd, RTO Provider No: 91178 (WGL).

**TTG** - Tactical Training Group Pty Ltd, RTO provider No: 91054 (TTG)

**WGL**– W G learning Pty Ltd, RTO Provider No: 91178 (WGL)

**Scope** means, Scope of registration and consists of; the list of training package qualifications, units of competency or state accredited courses which a training organisation is registered to provide the services offered: either training and assessment, or assessment only

**Training package** means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a training package are: units of competency; assessment requirements (for individual units of competency); qualifications; and credit arrangements. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.

**Training product** means, a course, AQF qualification, accredited course, skill set or unit of competency currently or previously endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages

**Recognition** means, recognition of prior learning and/or recognition of current competency and is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit

### 1.3. Scope

The policy applies to all participants, clients, staff and stakeholders of Allara Learning (Allara) inclusive of those seeking to be enrolled with Tactical Training Group Pty Ltd, RTO provider No: 91054 (TTG) and W G learning Pty Ltd, RTO Provider No: 91178 (WGL)

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## 1.4. Policy

1.4.1. Allara will meet the needs of individuals and the community through the integration of access and equity guidelines by;

- i. ensuring that Access and Equity principles for all people are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination.
- ii. Increasing opportunities for people to participate in the vocational education and training system, and in associated decisions, which affect their lives.
- iii. prohibiting discrimination towards any group or individual in any form, inclusive of:
  - a. Gender
  - b. Pregnancy
  - c. Race, colour, nationality, ethnic or ethno-religious background
  - d. Marital status
  - e. Sexuality
  - f. Age (in relation to compulsory retirement)

1.4.2. Allara will ensure that at time of enrolment or prior, participants are;

- i. informed of their rights and obligations as a participant of an Allara course, and
- ii. assessed equally for entry into an Allara course

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## 2. Fair treatment and equal opportunity

### 2.1. Promoting access and equity

- 2.1.1. Allara actively promotes equity in access to, and participation in, vocational education and training through;
  - 2.1.2. ensuring fair treatment and equal opportunity to all existing and potential participants through open, fair and transparent selection procedures, and
  - 2.1.3. assessing all participants, regardless of background, circumstance or eligibility for funding, for entry to study through;
    - i. the same published entry requirements, and
    - ii. the same process
- Entry requirements for each specific training product offered by Allara can be viewed at [www.allaralearning.com.au](http://www.allaralearning.com.au)
- 2.1.4. ensuring all participants who are eligible for funding under government programs are;
    - i. advised of this right upon application or interview for entry, and
    - ii. neither advantaged nor disadvantaged by their eligibility for any program
  - 2.1.5. ensuring all assessment from entry to the end of the course of study is based on merit on an individual, case by case basis
  - 2.1.6. applying the principle of 'reasonable accommodation' in providing support for participants from equity groups. This support is provided on an individual, case by case basis.

### 2.2. Refusal of entry

- 2.2.1. Applicants who are refused entry to a training product course have the right to appeal this decision through the complaints and appeals process. (*see Complaints and appeals policy and procedure*)

## 3. Entry Requirements for Vocational Educational Courses

### 3.1. Minimum entry requirements

3.1.1. The minimum requirements for entry into VET Certificate and Diploma courses are published;

- i. on Allara's website [www.allaralearning.com.au](http://www.allaralearning.com.au),
- ii. in the participant handbook,
- iii. relevant course marketing materials, and
- iv. in the training and assessment strategy for each training product course

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## 4. Participant admission standards and selection

### 4.1. Participant admission standards

- 4.1.1. Participants who apply for entry to an Allara training product do so by fair and open procedures with published criteria outlining entry requirements for all training products. The principles upon which selection/admission decisions are made, are stated clearly in Allara brochures and on the website [www.allaralearning.com.au](http://www.allaralearning.com.au).
- 4.1.2. Additional Information on participant support and welfare services is available in the Participant Handbook.
- 4.1.3. Allara's staff advise potential participants in a professional, ethical and responsible manner and do not provide potential participants with false or misleading information or advice.
- 4.1.4. The Client Relations Manager or Administration Staff provides potential participants with a participant handbook and/or link to relevant Allara website prior to a participant being accepted to a training product course.

### 4.2. Participant selection

- 4.2.1. Participants will be selected on their capacity to benefit from the nominated training product course. This will be done through:
  - i. meeting of all published entry and prerequisite requirements, and
  - ii. review of previous studies and experience as submitted in the application, and
  - iii. should a surplus of applicants meet the necessary standard, places will be awarded on a first come, first served basis

## 5. Enrolment procedure

### 5.1. Participant eligibility

- 5.1.1. Prior to enrolment into an Allara training product the Client Relations Manager will;
- i. Receive preliminary information of potential applicants
  - ii. Request an eligibility check from the AASN responsible for the training contract
- 5.1.2. Upon receipt of the participant eligibility check the Client Relations Manager will;
- i. Contact the participant and/or client and AASN (*as applicable*) to arrange the enrolment including providing advice on;
    - a. eligibility for subsidised training
    - b. eligibility for additional government incentive schemes
    - c. date, time, and location for the enrolment event

### 5.2. Enrolment event

- 5.2.1. At time of enrolment the Client Relations Manager will for each participant;
- i. verify the individual's identity prior to enrolment by sight and collection of identification documents
  - ii. complete an AVETMISS enrolment form
  - iii. execute a training plan with all stakeholders signing in agreement including;
    - a. Participant
    - b. Allara representative
    - c. Employer / Supervisor (*as applicable*)
  - iv. Complete an induction and induction checklist
  - v. Complete a language, literacy and numeracy (LLN) assessment
  - vi. provide information on;
    - a. the Recognition application process
    - b. fees, charges and refunds policy
  - vii. issue the training record book or equivalent (as applicable by state or territory regulations)

**NOTE:** Executed training plans must be in the form (template) as mandated by each state and territory and a copy of the executed training plan is to be provided to both employer and trainee/apprentice. Training plans are to be completed and executed within 6 weeks of training contract commencement.



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## 5.3. Enrolment processing

5.3.1. At completion of the enrolment event the Client Relations Manager will for each participant;

- i. Receive a TPP/SRTO/NOB (as applicable)
- ii. Collate TPP/SRTO/NOB with completed enrolment documents
- iii. Submit all documents to the administration enrolment officer for processing

5.3.2. The enrolment officer will;

- i. Enter the participants personal and AVETMISS details into the student management system, and;
  - a. Create and/or verify the participants USI
  - b. Enrol the participant into the relevant training product
  - c. Apply credit transfer and/or Recognition to individual units of competency (*as applicable*)
  - d. Add the participant to message media for communications
- ii. Where disability and special needs support as provided in the AVETMISS is identified;
  - a. Create an “equity assistance” file note against the participant’s profile in the student management system
  - b. Assign the file note to the training facilitator with an allocation of fourteen (14) days for follow up
- iii. Create a hard copy file of all enrolment documentation and place file in the Training Facilitators in tray for evaluation of the LLN assessment

## 5.4. New client caseloads;

5.4.1. After enrolment processing is complete the Enrolment officer will provide notification of New Client caseloads to the Training facilitator by;

- i. Creating a file note against the employers Job Ready profile titled “New Client Caseload Release”, and
- ii. Assigning the file note to the Training Facilitator, and
- iii. Setting a follow up date of 48 hours (Business hours)

5.4.2. Upon receipt of the file note notification the Training Facilitator is to contact the client within forty-eight (48) hours and;

- i. Confirm the first training session date and time
- ii. Provide advice on the training and assessment to occur at the first training session

**Note:** where contact is not possible within 48 hours, Training Facilitator must notify the Client Relations manager as soon as possible to ensure client contact is made.

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### 5.5. Participant Caseload release

5.5.1. The Enrolment officer will provide notification of new participant caseloads to the training facilitator by;

- i. Emailing the Training facilitator using the caseload release template, and
- ii. Attaching for each participant in the caseload a;
  - a. Training plan, and
  - b. Student overview report

5.5.2. Upon receipt of the caseload release the training facilitator is to;

- i. Review the caseload release documents (Training plan and student overviews) to determine training requirements
- ii. Review “equity assistance” file notes assigned, identifying access and equity issues at time of enrolment, and
  - a. Contact participant directly to discuss the access and equity needs, and
  - b. Document in the file note, access and equity assistance provisions applied
- iii. Contact participants to inform them of their first training session date and time

**Note:** where Equity assistance is required or to be provisioned to a participant, notification of these requirements must be provided to the Client Relations Manager and National General Manager

### 5.6. Language, literacy and numeracy and special needs support

5.6.1. The training facilitator will

- i. Review the participants LLN assessment to identify any special needs support (as applicable)
- ii. Contact a participant that has an “equity assistance” file note applied to their profile in the student management system
- iii. Advise the National General Manager of any identified special needs support requirements
- iv. Provide the participant with information and guidance on special needs support and assistance available, and
- v. Make necessary arrangements in conjunction with the National General Manager for implementation of special needs support and assistance (*as applicable*)

### 5.7. File management

5.7.1. After evaluation of the LLN assessment is complete the facilitator will

- i. Submit the completed participant file to the administration enrolment officer for filing

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5.7.2. The administration enrolment officer will;

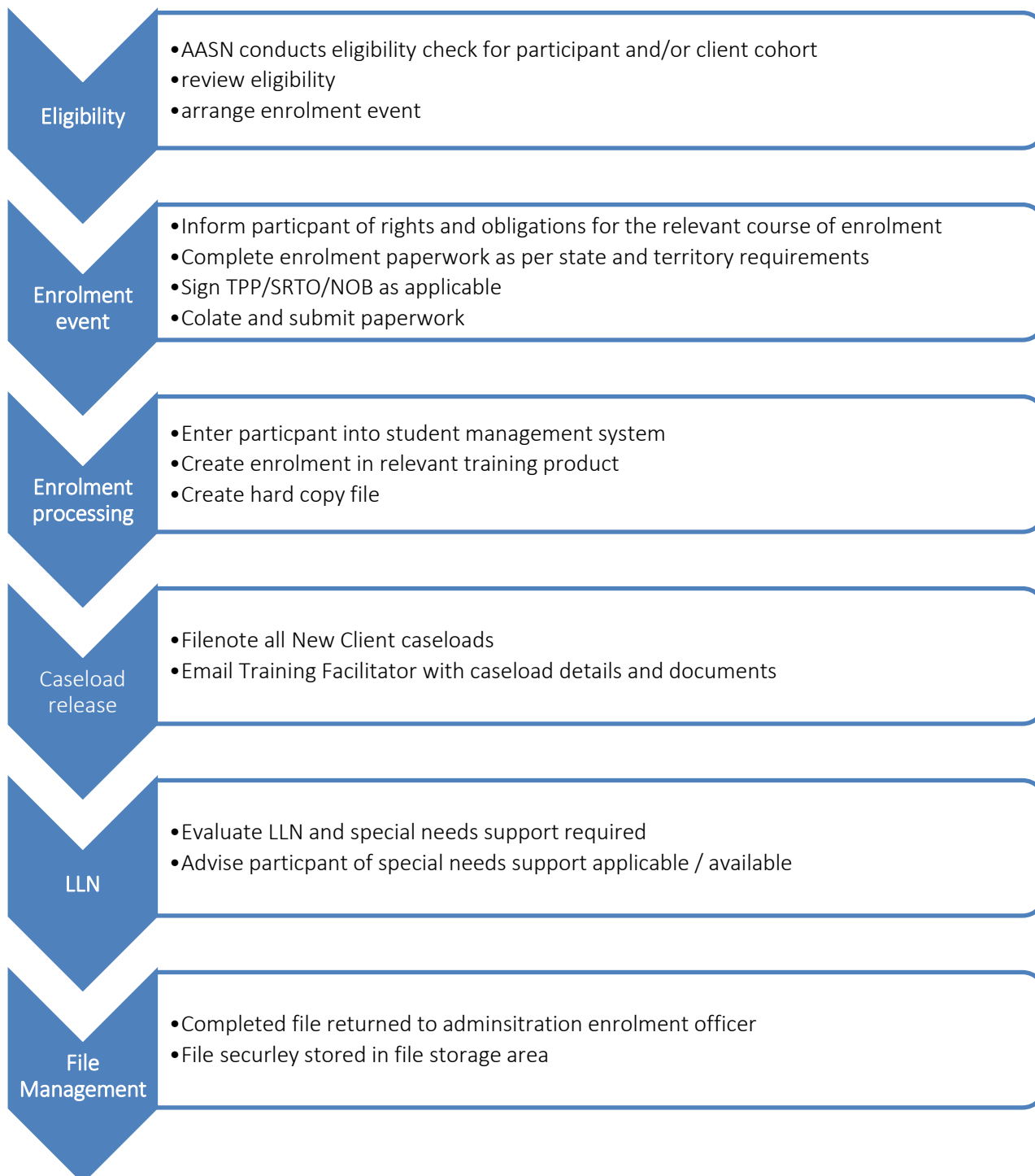
- i. File the participants hard copy file securely by;
  - a. Client name in alpha order (surname, first name), and
  - b. within the secure file storage area

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### 6. Enrolment process flow chart



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## 7. Related documents

- AVETMISS Enrolment forms
- Participant handbook
- Privacy and personal information policy and procedure
- Records management policy and procedure
- Complaints and appeals policy and procedure

<b>Refer to</b>	Standard 4 & 5	<b>Responsible Manager</b>	National General Manager
<b>Policy Issued</b>	15/12/2016	<b>Version Control</b>	Version 3 – 12/2016