



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



Allara
LEARNING

Access, equity and enrolment Policy and procedure



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Access, equity and enrolment Policy and procedure



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 Registered Training Organisations (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

Client Relations Manager (CRM) means, the role is responsible for client administration, enrolment, provision of assistance to participants, employers and stakeholders including assistance with Australian Apprenticeship Support Network (AASN) funding arrangements.

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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)

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;

- a. 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.
- b. Increasing opportunities for people to participate in the vocational education and training system, and in associated decisions, which affect their lives.
- c. prohibiting discrimination towards any group or individual in any form, inclusive of:
 - i. Gender
 - ii. Pregnancy
 - iii. Race, colour, nationality, ethnic or ethno-religious background
 - iv. Marital status
 - v. Sexuality
 - vi. Age (in relation to compulsory retirement)

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

- a. informed of their rights and obligations as a participant of an Allara course, and
- b. 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;

- i. ensuring fair treatment and equal opportunity to all existing and potential participants through open, fair and transparent selection procedures, and
- ii. 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
- iii. Entry requirements for each specific training product offered by Allara can be viewed on Allara's website www.allaralearning.com.au
- iv. 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
- v. ensuring all assessment from entry to the end of the course of study is based on merit on an individual, case by case basis
- vi. 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 Allara's 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;

- a. on Allara's website www.allaralearning.com.au,
- b. in relevant course marketing materials, and
- c. 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.
- 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 (CRM) or Administration Staff provides potential participants with a participant handbook and/or link to Allara website www.allaralearning.com.au at the time of enrolment.

4.2. Participant selection

- 4.2.1. Participants will be selected on their capacity to benefit from the nominated training product. This will be done through:
 - a. meeting of all published entry and prerequisite requirements, and
 - b. review of previous studies and experience as submitted in the application, and
 - c. 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. Prior to enrolment

5.1.1. Subsidy eligibility

On receipt of preliminary information for potential applicants the CRM or Allara's representative will determine the applicants Government funding eligibility for;

a. Apprenticeships/Traineeships

Request a check from the Australian Apprenticeship Support Network (AASN) responsible for the training contract to determine if the applicant is eligible for a Federal or State Government Apprenticeship or Traineeship Programs subsidy

b. Other subsidised training initiatives

Conduct a check using the state or territories applicable eligibility verification system/s to determine if the applicant is eligible for a Federal or State Government training subsidy

5.1.2. Applicant engagement

On receipt of the result of the applicant's subsidy eligibility, the CRM will contact the applicant and/or client and AASN (as applicable) to advise the applicant of the date, time and location for the enrolment event and enrolment consultation

5.2. Enrolment event

5.2.1. At time of enrolment the CRM or Allara's representative will provide the participant with an appropriate induction to the training program inclusive of;

- a. Provide clarification on the course to ascertain that the training content and qualification is appropriate to meet the applicant's needs;
- b. Advise the applicant of their potential eligibility for subsidised training (either Apprenticeship or Traineeship Program, Federal or State Government subsidised training as applicable);
- c. Advise the applicant of their potential eligibility for any other additional government incentive schemes; and
- d. Direct the applicant to the location and availability of the Participant Handbook, the Training and assessment strategy specific to the training course(s) and other relevant participant information on the Allara Learning website
- e. Verify the individual's identity by sight and collection of copies of identification documents (*state or territory minimum requirements must be collected*);
- f. Ensure the participant completes an enrolment (registration) form including;
 - i. Section A - Unique Student Identifier (USI)
 - ii. Section B to D - Personal Details

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- iii. Section E – Enrolment Information for AVETMISS
 - iv. Section F – Application Type and Eligibility
 - v. Section G - induction discussions and checklist
 - vi. Section H Participant Declaration
- b. Completes the Pre-Training Review section of the enrolment form which includes:
- i. Language, literacy and numeracy (LLN) assessment
 - ii. Special Needs Assistance questionnaire
 - iii. Skills Recognition questionnaire
 - iv. Participants declaration which is to be signed by the applicant

Additional State training contract requirements for Apprenticeship and Traineeships

5.2.2 Following enrolment, the CRM will arrange for completion and execution of a training plan with all stakeholders signing in agreement including:

- a. The Participant
- b. Allara's representative
- a. Employer and Supervisor (mandatory for traineeships and apprenticeships)

Notes:

- The CRM will issue the training record book or equivalent (as applicable by state or territory regulations)
- The Training Facilitator must complete and sign the declaration for the Pre-Training Review section of the enrolment form (refer section 5.6 for details below)
- 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. On completion of the enrolment event the CRM will for each participant:

- a. Receive the applicable Training Contract for the State where a participant is enrolled in a traineeship or apprenticeship inclusive of;
 - i. Training Plan Proposal (TPP) - NSW
 - ii. Notification of Business (NOB) - ACT [Digital]
 - iii. Supervising registered training organisations (SRTO) – QLD
 - iv. Training record System Notification (TRSN)- WA [Digital]
- b. Collate Training Contracts TPP/SRTO/NOB/WA with completed enrolment documents (as required)
- c. Submit all documents to the administration enrolment officer for processing

5.3.2. The enrolment officer will:

- a. Enter the participants personal and AVETMISS details into the student management system (Job Ready), and;
- b. Create and/or verify the participants USI;
- c. Enrol the participant into the relevant training product;
- d. Note any credit transfer and/or Recognition of Prior Learning applicable to individual units of competency;
- e. Add the participant to message media for communications;
- f. Where disability and special needs support as provided in the AVETMISS enrolment form is identified:
 - i. Create an “equity assistance” file note against the participant’s profile in the student management system (Job Ready);
 - ii. Assign the file note to the training facilitator with an allocation of fourteen (14) days for follow up; and
 - iii. Notify details of the support required including the file note to the designated training facilitator
- g. create a hard copy file of all enrolment documentation for each participant and place these in the Training Facilitators in-tray so they can evaluate the LLN assessment recorded in the Pre-Training Review section of the enrolment form

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Additional State training contract enrolment requirements ACT

5.3.3. Where a participant is enrolled in a traineeship or apprenticeship in the ACT the enrolment officer will complete the Notification of business (NOB) in AVETARS by;

- a. Accepting the NOB
- b. Entering the training plan sign date

Additional State training contract enrolment requirements WA

5.3.4. Where a participant is enrolled in a traineeship or apprenticeship in WA the enrolment officer will accept the training contract by;

- a. entering the training plan sign date, and
- b. entering the authorised representative details on STARS - TRS

5.4. New client caseloads;

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

- a. Creating a file note against the employers Job Ready profile titled “New Client Caseload Release”, and
- b. Assigning the file note to the Training Facilitator, and
- c. 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;

- a. Confirm the first training session date and time
- b. 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 CRM as soon as possible to ensure client contact is made

5.5. Participant Caseload release

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

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

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5.6. Pre-training Analysis

5.6.1. Upon receipt of the caseload releases and the participants hardcopy file, the training facilitator will Review the caseload release documents (Training plan and student overviews) to determine training requirements including;

- a. Identify if application for Recognition of Prior Learning (RPL) or Credit Transfer (CT) is required and provide access to RPL in accordance with *Allara's Recognition Policy and Procedure*
- b. Review "equity assistance" file notes for issues notified and/or identified from participant at the time of enrolment;
- c. Evaluate the participants LLN assessment assigning an ACSF level to the participant. (LLN assessments are benchmarked to the Australian Core Skills Framework);
- d. identify if special needs support is required based on results of the Pre-Training Review section of the enrolment form;
- e. Record determined support services to be provided in the "equity assistance" file note on the participants records in the student management system (Job Ready);
- f. Advise the State Manager and CRM of any identified special needs support requirements; and
- g. Arrange for consultation with the participant (see 5.7.1. for details)
- h. After evaluation of the Pre-Training Review checklist is complete the facilitator will submit the completed participant file to the administration enrolment officer for filing

5.7. Participants Consultation on Special Needs Requirements

5.7.1. Where a participant has been identified as requiring special needs assistance the Training Facilitator will meet with the participant to confidentially discuss their access and equity needs; and

- a. provide the participant with information and guidance on special needs support and assistance available internally for their needs including but not limited to:
 - i. Additional facilitation sessions/training to provide sufficient opportunity for the participant to develop the necessary skills and knowledge required prior to assessment;
 - ii. One to one Mentoring this could be an Allara facilitator, or an alternative Trainer, or a workplace supervisor (if applicable) or another relevant person whom has responsibility and sufficient experience to guide the participants learning activities; and
 - iii. Reasonable Adjustment of assessment tasks without compromising the rigour of our assessment process
- b. provide the participant with information and guidance on external support services provided outside of Allara's internal support services including but not limited to;

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- i. Australian Apprenticeship Support Network – assist with the application for the Disabled Australian Apprentice Wage Support (DAAWS) Program which is a payment that assists employers of eligible Australian Apprentices with disabilities
 - ii. Pivotal Management- assistance with job seekers integration into an organisation and workplace mentoring
 - a. where support requirements are beyond Allara’s scope of expertise the participants will be referred to external services for support for which additional costs may apply
- 5.7.2. The training facilitator in consultation with their State manager will develop a training and support plan tailored to the participant’s needs including:
- a. Strategies addressing each matter of concern identified in the Participant’s assessment;
 - b. How and where these will be implemented in their training including any customisation necessary to assist with completion of the qualification;
 - c. Review dates including notes on progress and any adjustments needed to further assist the student to best support their learning needs;
 - d. Obtain a signed confirmation from the Participant agreeing to the terms of the training support plan; and
 - e. Make necessary arrangements in conjunction with the State Manager for implementation of special needs support and assistance
 - f. Provide a signed copy of the training support plan to the administrator to include in the participants file records

5.8. File management

- 5.8.1. Upon receipt of the participant file with completed Pre-training Analysis the administration enrolment officer will Ensure;
- a. Equity assistance file notes have been updated by the Training Facilitator;
 - b. Applicable RPL or CT is recorded correctly;
 - c. Verify signatures and dates have been provided on the Pre-training review
 - d. File the participants hard copy file securely by;
 - i. Client name in alpha order (surname, first name), and
 - ii. within the secure file storage area

Please refer to *Allara’s Records management Policy and Procedure* for full details of file storage requirements.

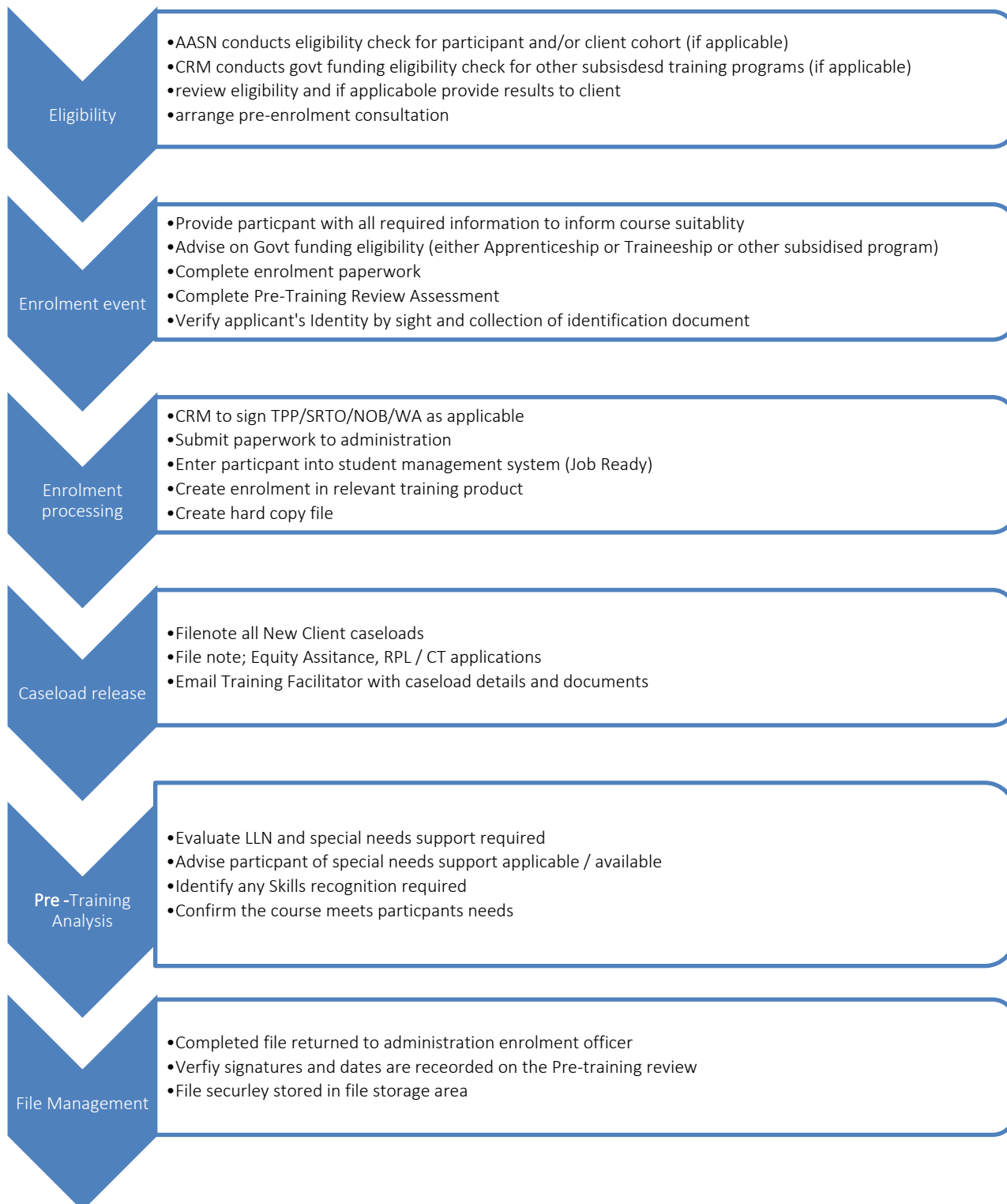
- 5.8.2. Administration will make the participants hardcopy file available for compliance review and regulatory audits as required.

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6. Enrolment process flow chart



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7. Related documents

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