

## Access and Equity Policy

### **Purpose**

To ensure EmployEase' practices are inclusive and do not unreasonably prevent anyone from accessing our services.

### **Policy Statement**

EmployEase has a responsibility and a commitment to the provision of services to all eligible students. People with barriers to access and participation are encouraged to apply for courses that are relevant to their employment goals. Facilities are accessible for people with disabilities. EmployEase always considers access and equity when developing any policies and procedures within the organisation which ensures all students and prospective students are treated fairly.

EmployEase upholds the following:

- EmployEase staff are informed of their responsibilities with regards to access and equity principles.
- EmployEase students have equitable access to all courses irrespective of their educational background, gender, culture, linguistic background, race, location, socio-economic background or disability.

### **Student Selection and Admission**

To ensure EmployEase' selection procedures are open, fair and transparent, EmployEase adopts a systematic and transparent approach to student selection and enrolment.

Each prospective student is fully informed of pre-requisites, entry requirements, course outline, course duration, fees and charges, locations and vocational outcomes prior to enrolment. Each prospective student is interviewed by an enrolment specialist and undertakes a pre-training review.

EmployEase is committed to providing learning opportunities to all suitable applicants however, some courses have a limited number of vacancies. In these instances, selection will be based on merit. Places will be offered to those applicants who meet the entry requirement/pre-requisites (if applicable), demonstrate capacity to benefit, a suitability for their chosen vocation and a commitment to complete the qualification.

Applicants who meet all of the criteria will be offered an available place based on order of application date.

Admission procedures will be free of discrimination, and if an individual does not meet entry requirements, all attempts will be made to assist them to identify an alternative course of action.

### **Student Support**

Should a prospective student be identified as requiring additional support they may be referred to the Student Support Coordinator prior to enrolment to discuss strategies including reasonable adjustment.

EmployEase' Student Support Coordinator is available and accessible to all prospective and enrolled students. Students struggling with course content or any physical aspect of training are encouraged to discuss their concerns with the trainer or the Student Support Co-ordinator.

EmployEase adopts a flexible approach in recognising and addressing individual student need. There are a number of student support strategies in place, these include:

- Prior to enrolment and as part of the enrolment process students participate in a one on one discussion with a course advisor to discuss concerns in relation to their learning or course participation
- Where appropriate, students identified as requiring additional support may be referred to the Student Support Co-ordinator prior to enrolment or their commencement.
- Where relevant support needs are recorded on the individual student's training plan
- Return to Study sessions are used as an opportunity to identify further student support requirements from which referrals are made to Student Support Coordinators who again may include this information on the student's individual training plan prior to alerting the relevant lead trainer.
- Study Support sessions are timetabled into each course and students may attend additional study support sessions as required
- Students requiring a slower pace may undertake their training over more than one occurrence. Their training plan will be extended accordingly under the approval of the VET Manager
- Trainers/assessors will exercise reasonable adjustment to address individual need
- Students undertaking work placement in Individual Support and Leisure and Health Programs are allocated a mentor either within the workplace in addition to support provided by the Placement Coordinator.