

Access and Equity Policy

AQTF Standard 2: Element 2.1

Purpose

To ensure Employ-Ease practices are as inclusive as possible and do not unreasonably prevent anyone from accessing our services.

Policy Statement

Employ-Ease 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. Employ-Ease always considers Access and Equity when developing any policies and procedures within the organisation.

Student Selection and Admission

Every applicant who meets the entry requirements/pre-requisites (if applicable) will be accepted into any training/assessment program.

Employ-Ease upholds the following:

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

Some courses have limited number of vacancies, and they will be filled in a chronological order on completion of enrolment.

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

Student Support

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.

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

- At enrolment students participate in a one on one discussion with an enrolment consultant 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 commencement
- Where possible, the Return to Study sessions are delivered by the Student Support Co-ordinator addressing approachability and provides an additional opportunity to identify potential concerns.
- Where practicable, Employ-Ease will make reasonable adjustment to aid students with disabilities
- 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
- Trainers / assessors will exercise reasonable adjustment to address individual need
- Students undertaking work placement are allocated a mentor