

ACCESS & EQUITY

VET Student Loan Rules 2016 and VET Student Loan Act 2016

POLICY

The following Access and Equity guidelines are designed to remove barriers and obstacles so that all students can gain skills, knowledge, and experience through access to Vocational Education & Training (VET) subjects. Access and Equity guidelines will be implemented through the following strategies:

- Access to VET programs will be available to all eligible participants regardless of gender or race.
- All participants will be provided with the opportunity to gain a full qualification.
- For participants with special needs, access to additional assistance will be provided. see [S25 Assessment Reasonable Adjustment PP](#)
- Where poor literacy and/or numeracy skills present a barrier to participation, additional support will be provided to the participants within the capacity of the organisation's resources to provide such support and/or external assistance will be accessed as required. See [S32 Student Support Services PP](#)

We actively encourage the participation of a cross section of the community. This is achieved through the establishment of non-discriminatory selection procedures, encouraging access for all members of the community.

In the first instance, the student will be assessed for any Literacy, Language and Numeracy concerns. When indicated, the Course Coordinator will make available to the student such materials or training processes to assist with learning. Interpreters are welcome to attend the training of a client with literacy difficulty; however, the college will not incur any expense associated with interpretation services.

If the student has not completed a high school certificate year 12 or equivalent or does not have a certificate IV qualification, or higher, LCAD must ask that the student complete an approved learning, literacy, and numeracy test to determine whether the student has sufficient skills in order complete their chosen courses at LCAD.

If the student requires support for any reason at all whilst enrolled with our college, they are to contact the college directly. The college will endeavour to assist the student to the College's fullest capacity, or where appropriate, direct the student to a suitable professional agency. This service is of no charge. Support can include interpreters, trauma, disability, harassment, welfare etc.

PROCEDURE

Strategy	Responsibility	Measure
To include questions in the Application Form that requests learners to provide details of their background.	Course Coordinator	Application Form, Interviews Forms, Enrolment Details forms, Questionnaire Forms, have been assessed for inclusion of appropriate questions.
To include questions within the Interview Form for interviewer to discuss with students any LLN needs, health needs or potential social or cultural sensitivities.	Course Coordinator	
Enrolment Details form completed at induction will also pick up details about student's background	Course Coordinator	MCI audits occur each year to check the validity of these forms.
Student Questionnaire Forms to make available opportunities for learners to raise any access issues	Course Coordinator	Course Coordinator instructs teachers and other appropriate staff in regard to students with specific needs.
All policies, procedures, and contact information is to be made available to the public through our policy files	Course Coordinator	
Any access issues raised by the public are to be addressed immediately to ensure it does not affect the enrolment and training of potential learners	Course Coordinator	Registers are in place to report on students who may be struggling or who require or are having support or counseling.
To provide a barrier free environment for learners and stakeholders for all people through offering multiple methods of contact, training and assessing	Course Coordinator	
Allow for flexibility (when appropriate) for extensions of time to lodge enrolment forms, or to complete Competency in units of study that the student may difficulties in, for members of identified groups, in order to cater to those with different social and cultural backgrounds.	Course Coordinator	MCI audits and checks are in place to determine whether the colleges policies and procedures are being effective.
To provide a barrier free environment for learners and stakeholders for all people through offering multiple methods of contact, training and assessing.	Course Coordinator	