

**1. Purpose**

- 1.1 The purpose of the Aviation Australia (AA) Student Access and Equity Policy is to outline the organisation's commitment to promoting equal benefits and opportunities for access, participation and outcomes for all students including prospective students.

**2. Scope**

- 2.1 This policy applies to all students (including prospective students) that study at AA.

**3. Regulatory References**

- 3.1 Higher Education Support Act 2003 (HESA) Schedule 1A Subdivision 19-D  
3.2 Standards for Registered Training Organisations 2015 – Standard 4, 5 & 6

**4. Related Documentation**

- 4.1 AA QA POL 01 Complaints and Appeals  
4.2 AA QA PRO 06 Customer Complaints and Appeals  
4.3 AA TA 01 Domestic Enrolment  
4.4 AA TA 02 International Enrolment  
4.5 AA HR POL 03 Code of Conduct -Student

**5. Glossary of Terms**

- 5.1 VET – Vocational Education and Training

**6. Responsibilities**

- 6.1 The relevant Operations Managers are responsible for the proper execution of this policy across AA.

**7. Policy**

- 7.1 AA bases this Access and Equity policy on the application of the following principles:
- 7.1.1 Equity for all people through the fair allocation of resources and involvement in vocational education and training;
  - 7.1.2 The right to equality of opportunity for all people to participate in vocational education and training without discrimination;
  - 7.1.3 Access for all to appropriate, quality vocational education and training programs and services; and
  - 7.1.4 Increased opportunity for participation in the relevant feedback process within AA's vocational education and training systems.
- 7.2 Prior to enrolment, AA will ensure prospective students have access to and receive appropriate information in accordance with RTO standards to enable them to make a decision to enrol with AA. Information provided will include course program details, facilities, support services and if Commonwealth assistance is available.

- 7.3 Prospective students who wish to enrol in a course at AA regardless of their cultural background, gender, age, will be selected in accordance with AA's published entry requirements and selection procedures which are open, fair and transparent.
- 7.4 Restricted access arrangement course: AA may enter into an agreement with an employer or industry body whereby enrolment may be restricted to a particular industry or employer cohort. Information such as this will not be published on the AA website.

### **7.5 Entry Requirements**

- 7.5.1 Entry requirements and selection procedures are published on the AA website and detailed in AA TA 01 Domestic Enrolment and AA TA 02 International Enrolment.

### **7.6 Selection Requirements**

- 7.6.1 All applicants (including RPL candidates) complete an interview (via phone or attend an interview) to identify suitability. The interview may include an occupational test, LLN assessment and discussion with a representative from the appropriate training delivery team.
- 7.6.2 Based on the results of the assessments and interview, the representative makes a recommendation of admission into a course.
- 7.6.3 Successful applicants enrol online or are provided with a hard copy application. Applicants that have been unsuccessful are notified in writing of the reasons why the applicant was unsuccessful. Unsuccessful applicants may appeal the decision in accordance with AA QA PRO 06 Customer Complaints and Appeals.

### **7.7 LLN Assessment Requirements for VET Student Loan Applications**

- 7.7.1 All applicants applying for a VET student loan are required to meet Language, Literacy and Numeracy (LLN) requirements. Such applicants will need to provide evidence of one of the following:
- Australian Year 12 Certificate of Education or
  - International Baccalaureate Diploma Programme (IB) diploma or
  - Successful completion of an Australian Qualifications Framework certificate IV or higher qualification (where the language of instruction is English).
- 7.7.2 Where an applicant cannot provide any of the above documents, they will be required to undertake LLN testing and display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy. AA will offer the applicant the Australian Government approved assessment tool – Basic Key Skills Builder (bksb) - to students to undertake this assessment. Testing must be conducted with honesty and integrity.

7.7.3 The results of the assessment will be made available to the applicant as soon as practical after the assessment. Results will also be reported to the Secretary - Department of Education, Skills and Employment in the form, manner and by the time requested in accordance with VET Student Loan requirements.

**8. Records**

8.1 Records of selection documentation will be stored electronically on the AA students' file or AA Administration folder for an indefinite period.

**9. Flowchart**

9.1 N/A