

Content within boxed areas satisfy specific regulatory requirements and cannot be removed or amended without Risk and Compliance department approval.

**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. Revision Details**

- 3.1 This section outlines any adjustments made to the document during the most recent revision.

Section Reference #	Rationale for Change
4.2	Update to RTO 2025 standards
5	Linked related documentation
7	Updated responsible delegate

- 3.2 This section outlines the review frequency of the document.

<b>Planned Revision</b>	Biennially
-------------------------	------------

**4. Regulatory References**

- 4.1 Higher Education Support Act 2003 (HESA) Schedule 1A Subdivision 19-D  
4.2 Standards for Registered Training Organisations (RTO) 2025 – Standard 2

**5. Related Documentation**

- 5.1 [AA QA POL 01 Customer Complaints and Appeals](#)  
5.2 [AA QA PRO 06 Customer Feedback Management](#)  
5.3 [AA TA PRO 01 Domestic Enrolment](#)  
5.4 [AA TA PRO 02 International Enrolment](#)  
5.5 [AA TG POL 04 Language Literacy Numeracy and Digital Literacy \(LLND\)](#)  
5.6 [AA TG POL 10 Code of Conduct - Students](#)

**6. Glossary of Terms**

- 6.1 **VET** – Vocational Education and Training.

**7. Responsibilities**

- 7.1 The Document Owner holds the delegated authority for the proper content and execution of the protocols within the document.
- 7.2 The Responsible Delegate ensures the proper implementation and adherence to the protocols within the document.

<b>Document Owner:</b>	Chief Academic Officer
<b>Responsible Delegate(s):</b>	Student Support Services Manager

Key Stakeholder Positions may contain multiple responsibilities for various parts of the document however the overall responsibility must remain with the document owner.

<b>Key Stakeholder Positions – Mandatory Consultation Required</b>
N/A

**8. Policy**

**8.1 Principles**

8.1.1 AA bases this Access and Equity policy on the application of the following principles:

- Equity for all people through the fair allocation of resources and involvement in vocational education and training;
- The right to equality of opportunity for all people to participate in vocational education and training without discrimination;
- Access for all to appropriate, quality vocational education and training programs and services; and

8.1.2 Increased opportunity for participation in the relevant feedback process within AA’s vocational education and training systems.

8.1.3 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.

8.1.4 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.

8.1.5 A 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.

## 8.2 Entry Requirements

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

## 8.3 Selection Requirements

8.3.1 All applicants participate in an application and selection process relevant to their course and entry pathway to assess suitability and identify reasonable and feasible supports that do not compromise safety or regulatory requirements, in accordance with ASQA and CASA. This process may include an interview, occupational assessment, and/or LLN assessment.

8.3.2 Disclosures of learning difficulties/disorders, disabilities and/or medical conditions are referred to the Student Support Services team for review. The team evaluates the information provided to determine what reasonable, appropriate, and feasible adjustments can be offered within Aviation Australia's training environment. Where applicable, agreed supports are documented in an Academic Success Plan

8.3.3 In circumstances where the level of support required exceeds what Aviation Australia can reasonably provide, or where the supports would compromise the student's ability to independently and autonomously meet the required competencies of the qualification, the proposed adjustments cannot be implemented. In these cases, detailed written correspondence will be provided to the applicant and/or their parent or guardian. This correspondence will clearly outline the rationale for the decision, provide contextual information about the course requirements, and explain the expectations related to autonomous demonstration of competency

8.3.4 Based on the outcomes of the assessments and interview, a recommendation regarding admission into a course is made through a shared review process involving relevant personnel.

8.3.5 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.

8.3.6 Unsuccessful applicants may appeal the decision which is then passed onto the Academic Support Coordinators in the Student Support Services team to review and respond as per AA CE PRO 01 and 02.

**8.4 LLN Assessment Requirements for VET Student Loan Applications**

8.4.1 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).

8.4.2 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. Refer AA TG POL 04 Language Literacy Numeracy and Digital Literacy (LLND).

8.4.3 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.

**9. Records**

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

**10. Flowchart**

10.1 N/A.