

Equal and Fair Treatment of Students Seeking to Enrol Policy

Overview

New Futures Training is committed to the principles of access and equity. We promote a fair and equitable environment for students, prospective students and other clients with a learning environment which values diversity, respects differences and provides an environment that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination

New Futures Training seeks to create a learning environment where all students are respected and can develop their full potential. All students are given fair and reasonable opportunity to attend and complete training. Our aim is to set up students for success.

New Futures Training treats all prospective students equally and fairly. *New Futures Training* has implemented open, fair and transparent procedures that are based on merit for making decisions about:

The selection of individuals who seek to enrol; and

The treatment of individuals undertaking courses.

New Futures Training undertakes to identify and, where possible, remove barriers that prevent individuals from accessing and participating in our services.

This policy specifically deals with entry to *New Futures Training* courses and general principals of access and equity.

Definitions

Access and equity - Services should be available to everyone who is entitled to them and should be free of any form of discrimination irrespective of a person's country of birth, language, culture, race, religion.

Services should be developed and delivered on the basis of fair treatment of clients who are eligible to receive them.

Access and Equity principles include:

- Equity for all people through the fair and appropriate allocation of resources

- Equality of opportunity for all people without discrimination
Access for all people to appropriate quality training and assessment services
- Increased opportunity for people to participate in training

Disadvantaged groups - Includes groups who traditionally have been under-represented in Vocational Education and Training such as:

- People with a disability
- Aboriginals and Torres Strait Islanders
- Women
- People from non-English speaking backgrounds
- People in rural and remote areas
- Long term unemployed
- Recent migrants and refugees
- Asylum Seekers
- Other groups that may be considered vulnerable

Prospective students - Refers to persons enquiring, expressing interest in or wishing to enrol into a *New Futures Training* course.

Students - Refers to students who are currently enrolled in a *New Futures Training* course.

Clients - Refers to non-students which may include: Employers, Schools, Other third parties that have paid for costs of training on behalf of students

Student selection

New Futures Training is an equal opportunity company and does not discriminate against or favour groups that may be considered vulnerable or as having special needs when recruiting prospective students.

Gender

New Futures Training recognises that our courses develop skills and knowledge for vocations that are traditionally female dominated.

New Futures Training is required to collect gender information under government reporting requirements.

We do not discriminate on basis of gender as part of our selection process and encourage all gender including gender X, intersex and transgender students to apply for courses.

Minimum entry requirements

Each course has an entry selection requirement which is listed on our website. Entry selection requirements will vary from course to course and may include:

- Minimum age
- Pre-requisite unit or qualification
- Language, literacy and numeracy level (in line with the Australian Core Skills Framework levels)
- Physical
- health requirements
- Current employment status
- Employment history

Disability, health and medical condition

If you have a disability, health or medical condition, we encourage you to apply for our courses.

Some of our courses have a physical health requirement. If you think that you may not meet the requirement for a specific course that you are interested in, we encourage you to contact us.

We may be able to make a reasonable adjustment so that we can accommodate your learning needs.

Reasonable Adjustments can include but are not limited to the physical environment, teaching delivery and format and utilisation of assistance equipment.

Where students are unable, due to physical or mental disabilities, ill health or family emergency, to undergo assessment as outlined in each training block alternative forms and times of assessment may be negotiated with a trainer prior to the assessment date.

New Futures Training will take all reasonable measures to ensure that their staffs is aware of the students' specific learning needs and make reasonable adjustments to training and assessment practices to cater for such needs.

Please note that if you cannot meet the inherent requirements of the course, even with adjustments, then you will not be able to successfully complete the course. Where this is the case, *New Futures Training* will advise you as soon as practical and may recommend alternatives. These alternatives may include recommending another course or qualification (which may or may not be provided by *New Futures Training*).

Language, Literacy and Numeracy

Each qualification has a minimum recommended entry level against the following five core skills:

- Learning
- Reading
- Writing

- Oral Communication
- Numeracy

All prospective students undertake a language, literacy and numeracy (LLN) evaluation prior to an enrolment being accepted.

Where the results from the LLN Robot Reading and Numeracy test confirm that the learner **has not achieved** competence at Exit Level 3 ACSF then VSL cannot be offered to the learner until such competence is achieved.

In such circumstances the learner will be offered supplement questions - further LLN testing address the identified gaps.

If you feel that you would need extra support, please let the Intake officer know.

For further details on this process, please refer to our *Determining student suitability and enrolment*, which can be found on our website: <http://www.vicsegnewfutures.org.au/new-futures-training/>

Age

All of our courses have a minimum age requirement. This is either 16 or 18 years of age in line with vocational requirements of the qualification being undertaken.

Students who are under 18 years of age at time application must have their application signed by a parent or legal guardian.

We do not have a maximum age requirement and do not discriminate on age (with the exception of meeting minimum age requirements).

Race, culture, religion

Persons of different race, cultures and religion are welcome to apply. We do not discriminate against students based on these factors.

We do not discriminate against persons with indigenous backgrounds. If you are of Aboriginal and / or Torres Strait Islander background, we encourage you to apply.

After commencement

Cultural or religious requirements

If you have religious or cultural requirements such as required prayer times or attending festivals or celebrations, please make your trainer or our student support team aware so that we may accommodate your needs. This could include rescheduling your classes or adjusting activities where needed.

Dietary requirements

If we are providing catering, we will ask students if they have any dietary requirements.

Harassment

No form of harassment is tolerated at New Futures Training.

1. Verbal, written and physical harassment
2. Unwanted sexual advances
3. Bullying
4. Violence

Harassment includes the following behaviours:

5. Vilification
6. Victimisation and / or ostracisation
7. Inappropriate comments in the classroom and or on social media
8. Hazing

New Futures Training staff and students, all have an obligation to ensure a learning environment that is free from harassment.

Students who participate in harassment of staff or other students will be disciplined. Depending on the seriousness of the behaviour a warning may be issued. In serious cases, students participating in harassment may not be able to continue.

Likewise, any staff found to be participating in harassment will also be disciplined as per internal policies.

Illegal behaviour

Illegal behaviour of any kind is not tolerated.

Where potentially unlawful conduct has occurred, New Futures Training will alert the appropriate authorities. Those people who are involved in the complaint (including the complainant, witnesses etc.) are also under a duty to maintain confidentiality and display a commitment to uphold the integrity of the investigation process. If the complainant chooses to bring a support person with them to any meetings, they too are bound by confidentiality.

Medical or health issues that arise after you commence

If you develop a short term or long term medical or health issue after you commence that may affect your ability to participate in training, please let your trainer know.

We will see if we can accommodate your needs. This may include, but is not limited to:

1. Adjusting your training plan
2. Altering assessment due dates
3. Having a study break

Your trainer may involve Welfare Student Services to see if other strategies may benefit you.

Confidentiality

We respect and acknowledge that matters relating to access and equity may be of a sensitive nature.

As such, we apply strict confidentiality to your information and only relevant staff are privy to this information.

Please refer to our [Privacy Policy](#) which is located on our website.

Complaints

Please refer to our [VSL Student Grievance Procedure](#) published on our website.