

**1. Purpose**

- 1.1 The purpose of the Aviation Australia 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 Aviation Australia.

**3. Regulatory References**

- 3.1 Higher Education Support Act 2003 (HESA) Schedule 1A  
3.2 VET Guidelines 2013 Chapter 5  
3.3 Standards for Registered Training Organisations 2015

**4. Related Documentation**

- 4.1 AA QA POL 01 Complaints and Appeals.  
4.2 AA QA 06 Customer Complaints and Appeals.  
4.3 AA TA 01 Domestic and Fee for Service Enrolment.

**5. Glossary of Terms**

- 5.1 NVR – National VET Regulator  
5.2 SNR – Standards for NVR Registered Training Organisations  
5.3 VET – Vocational Education and Training

**6. Responsibilities**

- 6.1 The relevant training managers are responsible for the proper execution of this policy across Aviation Australia.

**7. Policy**

- 7.1 Aviation Australia 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 decision making process within Aviation Australia's vocational education and training systems.
- 7.2 Prior to enrolment, Aviation Australia will ensure prospective students have access to and receive appropriate information to enable them to make a decision to enrol with Aviation Australia. Information provided will include course program details, facilities, support services and Commonwealth assistance available.
- 7.3 Prospective students who wish to enrol in a course at Aviation Australia regardless of their cultural background, gender, age, will be selected in accordance with Aviation Australia's published entry requirements and selection procedures which are open, fair and transparent.
- 7.4 Restricted access arrangement course: Aviation Australia 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 Aviation Australia website.

**7.5 Entry Requirements**

7.5.1 Entry requirements and selection procedures are published on the Aviation Australia website and detailed in AA TA 01 Domestic and Fee for Service 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 Aviation Australia's grievance procedure.

**8. Records**

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

**9. Flowchart**

9.1 N/A