

Policy: **Access and Equity Policy**

Objective: The Australian Institute of Fitness ('AIF') supports the concept and principles of access and equity, and is committed to providing students and prospective students ('Newbies') with a working and learning environment which values diversity and respects differences, and an atmosphere that is safe, healthy, positive, supportive and free from all forms of discrimination.

This policy recognises the individual needs of our students. It has been developed to assist where a student or Newbie's age, gender, cultural or ethnic background, religion, sexuality, language skills, literacy or numeracy level, impairment, employment status or location may otherwise represent a barrier to accessing AIF's training programs or achieving a successful training outcome.

The purpose of this policy is to define how AIF provides inclusive education services to students and optimises a student's opportunities for successful completion of their training program.

Last updated: **02 November 2020**

Definitions: **Access** means equality and opportunities for all people without discrimination to participate in training and assessment programs offered by AIF.

Discrimination is the less favourable treatment of a person or group with a particular attribute or personal characteristic when compared to the treatment of people who do not have that attribute or personal characteristic.

Equity refers to issues relating to participation in and successful completion of THE AIF's training programs and ensuring that all staff and students are able to participate and benefit to the same level.

Students are all persons enrolled with AIF.

LLN – Language Literacy and Numeracy

Newbies refers to all persons seeking to enrol with AIF

Policy: **Fair Treatment**

The AIF will treat all students and prospective students fairly, by ensuring that inclusivity is incorporated into AIF's culture. We recognise that there may be individual differences and students with particular needs. These needs are acknowledged, respected and valued.

Student Selection

Student selection processes are fair, equitable and consistent with the training package requirements.

Prospective students seeking to enrol in funded courses with AIF, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study

through the same published entry requirements and through the same selection process.

Entry requirements for courses offered by AIF are:

- Meeting any pre-requisite qualification or demonstration of relevant work experience as per the training package or other specific course acceptance criteria
- Meeting any age requirements that may be in place (see table below)
- Applying in the prescribed manner
- Supplying accurate personal and previous qualification information
- Attendance at an interview with a member of the AIF Careers Team
- Agreeing to abide by the AIF's policies, procedures and code of conduct.
- Paying the applicable course fee

Age Table

Age	Admission
Under 16	No Admission
16 Years old	Certificate III in Fitness only
17 Years old	Certificate III and Certificate IV in Fitness Only
18 Years old and over	All courses

With the exception of Massage related courses, the above table is a guide only. Where a newbie can demonstrate aptitude for a Diploma level enrolment (such as through demonstrated prior knowledge or experience or successful completion of an LLN Questionnaire), then consideration may be given to allow admission. Approval is granted after review and assessment by the Head of Training (or delegate).

Admission into both the Certificate IV in Massage Therapy Practice and the Diploma in Remedial Massage is restricted to newbies who are 18 years of age or older.

Enrolment applications are made during the course of the interview. The interview provides all relevant information about the course to the Newbie and ensures that they meet the entry requirements listed above.

Regardless of a student's particular needs, they are required to have the ability to fulfil the core requirements and satisfactorily complete competencies/learning outcomes within all courses to attain the relevant award. However, it is recognised that reasonable adjustment and flexibility in arrangements may need to be implemented. Such arrangements may be negotiated with the Master Coach / Training Team Leader of their respective Campus.

Where a prospective student is identified as not meeting the entry requirements, they are advised of an appropriate pathway, which may enable their selection, such as pre-training or workplace experience.

Disability or Impairment

The AIF provides support services and equal access to opportunities for students with a disability, in accordance with the provisions of the Disability Discrimination Act (1992).

The AIF respects a student's right to privacy and confidentiality in relation to their disability or impairment.

For information on how complaints relating to Access and Equity issues are handled, please refer to the Complaints and Appeals Policy.

Compliance:

In accordance with the AIF Code of Conduct, any breach of this policy is dealt with seriously and may result in disciplinary action including termination of employment, depending on the severity of the breach.

Where Team Members consider that significant departures from the principles of this Policy have occurred, they are obligated to report it immediately to their Line Manager or iExec Team Member. Failure to do so constitutes a breach of this Policy & AIF Code of Conduct

Associated documentation:

- Enrolment Policy and Procedure
- Complaints and Appeals Policy
- Language, Literacy and Numeracy Policy
- Student Handbook
- Course Acceptance Criteria
- LLN Questionnaire

Supersedes:

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Fair Treatment Equal Benefits Opportunity Policy 131031 V1

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