

Policy Objective

To offer a service where all individuals are treated fairly and impartially. People from all backgrounds and circumstances are entitled to have the same access to skills & knowledge development in order to achieve training and/or employment goals.

At ET Australia we understand that not everybody learns in the same way so through our structured process from recruitment through to the finalisation of training we focus on working with each applicant / student to provide a service based on individual requirements.

Procedural Guidance for Application and Enrolment

ET Australia, in accordance with the Vocational Education and Training (VET) Quality Framework requirements will ensure effective, responsible and equitable recruitment, enrolment and induction of all students.

Considered recruitment and enrolment processes will take place prior to commencement of training and assessment activities.

Recruitment of students will be conducted at all times in an ethical manner. Offers of program placement will be based on an assessment of the extent to which the qualifications, proficiency and aspirations of the applicant are matched by the training opportunity offered. Information supplied by the applicant will be used to help ET Australia decide who will be offered a place in a program based on suitability.

For various funded programs there may be very specific selection criteria which may include education level, employment status, age, identified industry sector. In these cases the selection criteria will be identified on the program information sheet and individuals will need to complete the relevant applicable 'Eligibility and Declaration' forms and paperwork.

ET Australia provides all students with accurate and sufficient information to assist them to make an informed choice about their enrolment and/or contractual agreement. Individuals should ensure they are satisfied with all of the information provided prior to enrolment / training commencement. Staff are always available and approachable to answer any questions.

ET Australia will review regularly all information provided to students to check for accuracy and relevance.

Initially, interested individuals will be required to complete an 'Application form' for the relevant training program.

When applying to ET Australia all individuals are entitled to have the same access and opportunity as everybody else so if adjustments are required throughout the application / enrolment process (i.e. documentation to be formatted differently, printed on different colour paper or additional explanation is required this support can be provided). Applicants need to let ET Australia's Training Product Specialist know.

In order to identify support or adjustment requirements we ask students to complete literacy and numeracy activities which are aligned to the training program of interest. This allows ET Australia to begin to work with individuals to determine program suitability including any potential reasonable adjustments required for specific learning needs and/or any additional support requirements.

When an application is successful the next stage in the process is to complete enrolment documentation. Applicants are provided with all information required at pre-enrolment stage to ensure they are well informed of all program information, enrolment requirements, handling and use of personal information and eligibility requirements and documentation. This will allow for informed choice prior to enrolment.

It is important to note that all information collected from individuals on application and enrolment is only requested for the sole purpose of providing them with the best possible training service to help people reach their full potential and achieve their goals. This information is treated professionally and confidentially. With regards to sensitive information individuals can be assured that ET Australia's professional staff will work through things in a supportive manner.

When planning training programs ET Australia considers the potential needs of students and if required the possibility of incorporating adjustments or alternative learning and assessment strategies.

Contact details for ET Australia's Product Specialist:-

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