

## ACCESS AND EQUITY

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ATC is committed to access and equity principles and processes.

ATC does not discriminate against:

- gender, marital status or pregnancy
- family responsibility or family status
- race, religion or political convictions
- impairment or age

Student selection is based the minimum entry requirements stipulated in the course curriculum documents, OHS principles, the likelihood of success, facilities, and resources.

ATC understands that some groups in the community have a much lower participation in vocational education and training, and may have difficulty meeting training entry requirements. ATC will form alliances with organisations that specifically provide services to disadvantaged people and actively seek support to facilitate successful enrolment and training.

## LANGUAGE LITERACY AND NUMERACY

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Training Package set the minimum requirement in language, literacy and numeracy skills for learners and ATC will meet these requirements.

ATC Staff can offer extra support for language, literacy and numeracy. ATC encourages all students requiring assistance with language, literacy and numeracy to discuss this issue upon enrolment so that assistance strategies can be identified.

## SKILLS RECOGNITION

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Skills Recognition recognises what you have already learned from other courses, from life experience, from work experience and from any training provided at work, so you may not have to repeat training.

If you think you might be eligible for Skills Recognition, you need to ask for a Skills Recognition application form.

## TRAINING AND ASSESSMENT PROCESS

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Training packages set the required learning and assessment requirements to attain competence. ATC training and assessment strategies will meet these requirements.

ATC ensures that all assessments conducted are reliable, flexible, fair and valid.

Should a student feel an assessment outcome is unjust, they may appeal that decision through the ATC appeals process outlined in the induction pack and also available from ATC staff.