

Access and Equity Policy & Procedure

Policy/Purpose:

To actively encourage the participation of a cross section of the community to be a take part in ACDC's training. This is achieved through ensuring that people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. It means identifying and addressing the training needs of everyone.

Scope:

All potential and current clients and staff of ACDC.

Procedure:

	Responsibility	Steps
1	Student Administration	To include questions in F01 Overseas Student Application Form that requests students to provide details of their background.
2	Student Administration	All pre-enrolment and/or enrolment forms assessed for inclusion of appropriate questions. Feedback forms to make available opportunities for students to raise any access issues
3	Student Administration	Student/s assessed for any LL&N within the F01 Overseas Student Application Form.
4	CEO/ Academic Manager	All policies, procedures, and contact information available to the general public through ACDC's web site.
5	Academic Manager	Any access issues raised by the public are to be addressed immediately to ensure it does

Melbourne City Institute Pty Ltd T/A Australian City Design College	ABN: 87618364319	RTO: 45353	CRICOS: 03684J
Melbourne: Suite 802, 343 Little Collins Street, Melbourne VIC 3000	Adelaide: Level 7, 118 King William Street, Adelaide SA 5000		
Phone: +613 8640 9958	Website: www.acdc.edu.au		
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		not affect the enrolment and training of potential students.
6	Appropriate personnel	To provide a barrier free environment for students and stakeholders for all people through offering multiple methods of contact, training and assessing.
	Appropriate personnel	Allow for flexibility (when appropriate) for extensions of time to lodge enrolment forms, assessment tasks and other related forms, in particular for members of identified groups, in order to cater to those with different social and cultural backgrounds.

Related Documents/Forms/Policies:

F01 Overseas Student Application Form

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