

POLICY & PROCEDURES



**Australasian Lawrence
Aged Care College**
Specialist in Aged Care,
Community and Health Education

Access & Equity

Area	Administration		Classification	Student Support Services & Human Resources	
Last Updated	Jun 2011	Version	2010-01	Co-ordinating Responsibility	CEO / DOS Course Managers International Student Liaison Officer HR Manager
Next Review	Dec 2011	Approved by	Janet Lawrence CEO/DOS	Distribution	Policy and Procedure Manual

POLICY

Australasian Lawrence Aged Care College actively encourages the participation of a cross section of the community. This is achieved through the establishment of non-discriminatory selection procedures, encouraging access for all members of the community.

Step PROCEDURE

Strategy	Responsibility	Measure
To include questions in all enrolment forms that requests learners to provide details of their background.	CEO / Director of Studies ISLO	All enrolment forms assessed for inclusion of appropriate questions
Feedback forms to make available opportunities for learners to raise any access issues	CEO / Director of Studies	All surveys forms assessed for inclusion of appropriate questions
Trainers to assess learner for any LL&N concerns at Orientation through ensuring learner completes their own enrolment form and other appropriate documentation	Trainers Course Managers	Ongoing
All relevant policies, procedures, and contact information is to be made available to the general public through our internet web site	CEO / Director of Studies	Ongoing
Any access issues raised by the public are to be addressed immediately to ensure it does not affect the enrolment and training of potential learners	CEO / Director of Studies	Ongoing
To provide a barrier free environment for learners and stakeholders for all people through offering multiple methods of contact, training and assessing	CEO / Director of Studies	Ongoing
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	CEO / Director of Studies	Ongoing

order to cater to those with different social and cultural backgrounds.		
To provide a barrier free environment for learners and stakeholders for all people through offering multiple methods of contact, training and assessing	CEO / Director of Studies	Ongoing

