

Students at Risk Policy



Purpose

The Student at Risk Policy describes how Access Australia Group (AAG) trading as Access Skills Training (AST) will identify and support students “at risk of not successfully completing” the course in which they are enrolled

Reference

Standards for Registered Training Organisations (RTOs) 2015: Standard 4 & 5
Disability Act 2006 (Victoria)
Working with Children Act 2005
Education and Training Reform Act’s (ETRA) 2006
Child Wellbeing and Safety Amendment (Oversight and Enforcement of Child Safe Standards) Act 2016
Child Wellbeing and Safety Act 2005 (Victoria)

Policy

AST will endeavour to ensure all prospective students are as informed as possible of the specific requirements of a course. Full details and expectations of the learning program, as devised in the context of the learner’s goals, needs, and existing skills and competencies will be discussed at the Pre-Training Review interview prior to enrolment. Prospective students will be supported to make an informed decision regarding individual suitability to enrol.

AST teaching staff will monitor attendance, engagement and satisfactory progression with the learning program of each student to promptly identify students who may be a risk of non-completion

AST staff will engage students identified as at risk of not successfully completing the course, to identify relevant issues and make recommendations that will assist continued engagement for student success. In some circumstances the recommendation may be to withdraw from the program or engage in a different training program.

AST makes available the following resources to support students:

- **Language, Literacy and Numeracy (LLN) Support**
All Trainers are aware of the pre-enrolment LLN assessments completed by each student and will make any necessary adjustments to delivery and assessment to accommodate the needs of all students.
- **Disability Support**
Students who have specific needs related to a disability can discuss reasonable adjustments to training and assessments with their trainer.