

Melbourne Education Group Access and Equity Policies

This is an overview of MEG's access and equity policies. Access and Equity is about achieving equality for all our students whilst recognising there may be individual needs or differences between them. MEG and its staff are mindful of the specific needs of every student including language, literacy and numeracy, and other support services a student might require.

1. Selection, Enrolment (4.1.01/M14.2.02) and Induction/Orientation (4.1.10/M14.1.03)

To be selected into a course, you must complete an enrolment application, satisfy selection criteria outlined on the course information brochure and pay a fee. Once the enrolment and fee have been accepted by MEG you are eligible to start the course. Orientation will occur in the first session of classes for domestic students and the week prior to the commencement of classes for international students.

2. Course Information (M4.1.09/M14.8.01)

Course information including individual course brochures can be viewed on our website (www.meg.edu.au) Information regarding starting times, venue details, course duration and delivery & assessment methods is also available.

3. Fees, Charges and Refund Policies (M4.1.08/M14.2.05)

For information regarding our refund policies please refer to our website (www.meg.edu.au)

4. Language, Literacy and Numeracy (LLN) (M4.2.12 & M4.2.18/M14.2.04)

Access to courses must be equal for all students and MEG will not discriminate based upon LLN. Where LLN levels are extremely low, MEG will provide information on where a student can obtain assistance with their LLN issue. English language requirements are outlined on the MEG website (www.meg.edu.au)

5. Client Support, Welfare and Guidance Services (M4.2.11/M14.1.06)

Student support services are available to ensure our students have the educational, emotional and physical support they need over the period of their involvement with Melbourne Education Group.

6. Flexible Learning and Assessment (4.2.09)

MEG recognises that some students may have individual needs in the processes of learning and assessment. In each case, where a student has requested an alternative method of learning and/or assessment, MEG's Head of Vocational Studies or nominee will consider the request and advise the student in writing of the outcome. Any variation to common MEG delivery or assessment strategy will be incorporated in the student's file.

7. Appeals and Complaints (4.6.02/M14.1.01)

Appeals and complaints should be directed to the MEG Head of Vocational Studies. If you are not satisfied with the outcome you should contact the Victorian Registration and Qualifications Authority (VRQA) +61 3 9637 2806.

8. Discipline (M14.6.03)

Students are expected to dress and act in an appropriate manner whilst at MEG. This means respecting other people, not using coarse language towards or in the presence of others, and being courteous. Incidents of serious misconduct will amount to exclusion from training. Serious misconduct means theft, assault, being under the influence of liquor or a drug, or causing risk of injury or of a dangerous event happening. Serious misconduct will be dealt strictly in accordance with relevant State or Commonwealth law.

9. Recognition of Prior Learning (RPL) (M4.1.11/M14.2.01) & Mutual Recognition (M4.1.05)

RPL is available to participants where competence is determined through previous training, expertise or relevant work or life experience where such competence aligns with course content. MEG recognises AQF qualifications & statements of attainment issued by other registered training organisations. To apply you need to RPL application. This pack details how to apply, the types of evidence required and the costs involved. Please refer to our website (www.meg.edu.au).

10. Personal Health and Safety (M4.2.20)

Participants completing any MEG programs do so at their own risk and are obliged to identify any physical conditions which may impact on their health and safety.

11. Deferment, Suspension and Cancellation of Enrolment (M14.2.06)

International students' enrolment may be deferred, suspended, or cancelled on the following grounds:

- Where a student does not arrive in time to commence classes for the relevant study period, Melbourne Education may defer or cancel the student's enrolment;
- Where a student elects to apply for RPL and there are no other units in which the student can enrol in the relevant study period;
- Where a student elects to take a leave of absence as outlined in MEG policy;
- Non-payment of any fees owing to Melbourne Education Group;
- Failure to meet the MEG progression standards;
- Misconduct by the student as outlined in MEG policy; and
- Failure to maintain a continuous valid enrolment.

If you have any questions regarding these policies please contact +61 3 83272600