

 **SELECTION and ADMISSION**

Greenacres Training Service operates within the guidelines of the Service Access Policy that governs all of Greenacres Disability Services. This policy states that anyone applying to access any of our services (including those offered by Greenacres Training Service) has fair access on the basis of relative need. Equal Employment Opportunity/ Equal Employment Opportunity for Women legislation is also applied to ensure that all potential trainees are fairly and equally considered.

You will be provided with support to determine your individual needs with regards to undertaking the course of your choice. Completion of the enrolment form together with a brief orientation interview will be undertaken at this time. If you have any particular needs that you think will affect your learning we encourage you to talk about it to your trainer.

A mutual agreement regarding the means to meet your needs throughout the training and assessment period will be reached. This agreement must be within the resources available to Greenacres Training Services. If resources are not available in-house, for example an interpreter for a participant from a Non-English speaking background, support will be provided in the form of referrals to the appropriate agency.

Greenacres Training Services reserves the right to cancel a course if insufficient enrolments are received. Late enrolments may be accepted at the discretion of Greenacres Training Services. Course dates and fees are subject to change without prior notice.