Policy Outline:
Skills Training Australia supports the concept of equal opportunity and is committed to providing all staff, students and potential students with a working and learning environment which values diversity, respects differences and provides an environment that is fair, safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.

Definitions:

<table>
<thead>
<tr>
<th>The Act</th>
<th>Higher Education Support Act 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student/s</strong></td>
<td>all persons enrolled in a unit of study who are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act</td>
</tr>
<tr>
<td><strong>Potential Students</strong></td>
<td>all persons seeking to enrol in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.</td>
</tr>
</tbody>
</table>

**Fair Treatment**
Skills Training Australia will treat fairly all students and potential students.

**Student Selection**
Skills Training Australia has open, fair and transparent procedures, based on merit for making decisions about:

1. the selection, from among potential students; and
2. the treatment of students.

Potential students seeking to enrol in a VET unit of study with Skills Training Australia, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.

**Pre-enrolment information**
Skills Training Australia provides clear information to each student prior to enrolment in regards to:

- entry procedure requirements
- student eligibility, enrolment and orientation procedures
- course information
- qualification outcomes and pathways
- VET FEE-HELP assistance (where applicable)
- Flexible delivery learning and assessment options
- provision for LL & N support assistance
- student support services
- welfare and guidance services
- fees and charges, including refunds
- RPL and credit transfers
- Grievance and appeals procedures
- Code of Conduct
Fair Treatment and Equal Benefits and Opportunity
Policy

Entry and selection requirements

- Skills Training Australia will allow students who meet the entry and pre-requisite requirements to enrol into the course for which they have applied.
- Skills Training Australia will ensure that throughout the process of selection and admission, applicants are treated fairly, courteously and promptly.

The selection criteria and applicable prerequisites for all qualifications can be found in the Skills Training Australia course marketing brochures and on the website: http://www.skilltraining.edu.au/

The selection process is in accordance with our Access and Equity Policy and Procedure available on our website.

The Skills Training Australia selection process does not prevent Skills Training Australia taking into account, in making decisions mentioned above:

- Any educational disadvantages that a student or potential student has experienced provided the student meets the entry procedure requirements under clause 45B of Schedule 1A to the Act for the VET unit of study; or
- that the student or potential student may be enrolled in the VET unit of study in accordance with a VET restricted access arrangement applying to the VET course of study of which the unit forms part.

If it is necessary to provide a particular benefit to a student in order for the student to receive equal and fair treatment, then this does not prevent Skills Training Australia from providing the student with that benefit.

Publication

This Fair Treatment and Equal Benefits and Opportunity Policy will be made available to students and potential students through publication on the website www.skilltraining.edu.au; a summary will also be provided in Student Handbook.

Approval Authority:

This Policy is approved by the Executive Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

Documents Referenced:

- P014 Access and Equity
- Higher Education Support Act 2003
- DOC009 Student Handbook
- Course Marketing Brochures
- P020 Code of Conduct
- PP124 Academic and Non-Academic Grievances