

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:

Student/s	all persons enrolled in a unit of study who are, or would be entitled to VET Student Loans and is a genuine student in line with the VET Student Loans Rules 2016 and VET Student Loans Act 2016
Potential Students	all persons seeking to enrol in a VET unit of study that meets the requirements/entitlement of accessing a VET Student Loans in line with the VET Student Loans Rules 2016 and VET Student Loans Act 2016

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
- course progress
- qualification outcomes and pathways
- VET Student Loans (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

Entry and selection requirements

- Skills Training Australia will allow students who meet the entry 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 prerequisites where applicable for all qualifications may be found in the Skills Training Australia course marketing brochures and on the website:

<http://www.skillstraining.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;
- That the student or potential student may be enrolled in a VET unit of study in accordance with an arrangement between Skills Training Australia and an employer or industry body
- That limits or restricts enrolments in some or all of Skills Training Australia's places in a course

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. This must however be in keeping with relevant legislation.

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.skillstraining.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
- DOC009 Student Handbook
- P020 Code of Conduct
- Academic and Non-Academic Grievances Policy and Procedure
- VET Student Loans Rules 2016
- VET Student Loans Act 2016