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Contact Officer: QA	Review Date: As required by legislative instrument, change of relevant standards, internal or external review.

FAIR TREATMENT AND EQUAL OPPORTUNITY POLICY

OVERVIEW

Shafston House College Ltd trading as Service Skills Academy and Mary McConnel School of Early Childhood 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 safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.

DEFINITIONS

For the purposes of this document the following applies:

The organisation refers to Shafston House College Limited (National RTO Provider Code: 32004), trading as Service Skills Academy and Mary McConnel School of Early Childhood.

VET Quality Framework refers to the standards, financial and administrative requirements applying to the delivery of vocational training by organisations registered by the national VET regulator.

Student/s refers to all persons enrolled in a VET course, unit of study or unit of competency with the organisation.

Potential Students refers to all persons seeking to enrol in a VET course, unit of study or unit of competency with the organisation.

1.0 FAIR TREATMENT

1.1 The organisation will treat fairly all Students and Potential Students in accordance with the Australian VET quality framework.

2.0 STUDENT SELECTION

2.1 The organisation has open, fair and transparent procedures, based on merit for making decisions about:

- a) The selection, from among Potential Students; and
- b) The treatment of Students.

2.2 Potential Students seeking to enrol in a VET course, unit of study or unit of competency with the organisation, 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.

2.3 The above undertakings do not prevent the organisation taking into account, in making decisions about the selection and treatment of Students or Potential Students, educational disadvantages that a particular Student or Potential Student has experienced or the fact that the Student or Potential Student may be enrolled via a VET restricted access arrangement.

2.4 Entry Requirements

Entry Requirements for a VET course, unit of study or unit of competency with the organisation are shown in Appendix 1.

2.5 Application

Individuals who seek to enrol in a course with the organisation must complete and submit the Domestic Application Form which is available from the organisation or alternatively via the website. Applications may be submitted as indicated on the Application Form. The application should include evidence that the applicant meets the published entry requirements for their chosen course.

2.6 Assessment against Published Entry Criteria

The Admissions Officer assesses the application against the published entry requirements. Where the application is not complete or if further information is required to make an assessment of whether the applicant has met the published entry requirements for their chosen course, the applicant will be contacted and given the opportunity to provide further information.

Applicants who do not meet the published entry requirements will be sent a letter clearly outlining the reasons why they have not been offered a place in the course. The letter will also advise the unsuccessful applicant about their right to appeal the decision and how to access the appeals process.

2.7 Confirmation of Enrolment

Applicants who meet the published entry requirements will be sent a Confirmation of Enrolment confirming their place in their chosen course. The applicant is sent an enrolment pack via email explaining all aspects of their course including start date, payment options and details of student orientation.

DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Effect Date	Approved By	Brief Description
4.0	01/08/2014	02/08/2014	Compliance Manager	Draft
4.1	31/07/2015	01/08/2015	Compliance Manager	Rebrand
4.2	19/06/2016	22/07/2016	Compliance Manager	Rebrand
4.3	27/02/2017	01/03/2017	Compliance Manager	Rebrand