

Policy name:	EN6 Fair Treatment, Equal Benefits and Opportunity Policy	Version:	2
Policy owner:	Head of Governance, Risk and Compliance		
Approved by:	Chief Executive Officer		
Approved date:	June 2014	Review date:	November 2023

SECTION 1 - INTRODUCTION

PURPOSE

The purpose of this policy is to support the concept of equal opportunity and to provide 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.

SCOPE

This policy applies to all employee, partners and associates of the Selmar Institute of Education (121531) in relation to enrolment, fair treatment, equal benefits and opportunity.

This policy includes all regulatory requirements that fall under the RTOs obligations as a registered training organisation. Where the specific clause is not applicable to all the RTOs, specific reference is made.

DEFINITIONS

The Act refers to the VET Student Loans Act 2016

The Department refers to the Commonwealth Department with responsibility for administering the *VET Student Loans Act 2016* and the *Higher Education Support Act 2003*

Student/s refers to all persons enrolled in a unit of study who are, or would be entitled to VET Student Loan assistance under VET Student Loans Act, division 2, eligible students and VET Students Loans Rules 2016, Part 7, division 1, subdivision C – course enrolment; and

Potential Students refers to all persons seeking to enrol in a VET unit of study that meets the course requirements under Section 12 of The Act and who are, or would be, entitled to VET Student Loan assistance under section 9 of the VET Student Loans Act 2016.

SECTION 2 - POLICY

1. Fair Treatment

1.1 SELMAR will treat fairly all students and potential students.

- SELMAR will ensure that a student is not victimised or discriminated against for:

- seeking a review or reconsideration of a decision
- using Selmar's grievance processes or procedures or
- making an application for re-crediting the student's HELP balance (VSL)

2. Student Selection

- Student selection and enrolment is as per the Application and Enrolment Policy
- SELMAR 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.
- Potential Students seeking to enrol in a VET unit of study with SELMAR, 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.
- Potential students seeking to enrol in a VET unit of study with SELMAR, will only be offered enrolment if they are determined to be academically suited to undertake the unit of study.
- The above undertakings do not prevent SELMAR 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.
- Entry requirements for SELMAR Diploma and Advanced Diploma courses.

CHC50121 Diploma of Early Childhood Education and Care

- Applicants must be academically suited and provide:
 - a copy of their Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12; or
 - a copy of a diploma awarded to the student for the student's completion of the International Baccalaureate Diploma Programme; or
 - the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults (CSPA) assessment tool; and SELMAR believes that the student displays that competence based on our interactions with them and their prior experiences; or
 - a copy of a Certificate IV or higher qualification in the Australian Qualifications Framework that was delivered in English.
 - a copy of a certificate issued by federal, state or territory government agency that evidences that student's overseas qualification is equivalent to a qualification in the AQF at level 4 or above
- Applicants are required to complete a LLN and PTR process prior to commencement of training.

CHC60312 Advanced Diploma of Community Sector Management

- Applicants must hold a qualification at Diploma level or above (and provide SELMAR

with a certified copy) relevant to work in the community sector or have sufficient experience and knowledge of community work or service.

- Applicants need to be working in a management or supervisory capacity within a community sector organisation or be able to demonstrate they have the capacity to successfully undertake the course with either employer support or access to a workplace coach in a community sector organisations.
- If an applicant does not hold a Diploma level or higher qualification relevant to the community sector they must establish their academic suitability through one of the following means:
 - a copy of their Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12; or
 - the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults (CSPA) assessment tool; and SELMAR believes that the student displays that competence based on our interactions with them and their prior experiences; or
 - a copy of a Certificate IV or above in the Australian Qualifications Framework that was delivered in English.
 - a copy of a certificate issued by federal, state or territory government agency that evidences that student's overseas qualification is equivalent to a qualification in the AQF at level 4 or above
- Applicants are required to complete a LLN and PTR process prior to commencement of training.

CHC50221 Diploma of School Age Education and Care

- Applicants must be working in industry as educators in Before/After School Care Programs as this qualification is currently only delivered in a workplace delivery mode.
- In addition, applicants must be academically suited and provide:
 - a copy of their Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12; or
 - the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults (CSPA) assessment tool; and SELMAR believes that the student displays that competence based on our interactions with them and their prior experiences; or
 - a copy of a Certificate IV or above in the Australian Qualifications Framework that was delivered in English.
 - a copy of a certificate issued by federal, state or territory government agency that evidences that student's overseas qualification is equivalent to a qualification in the AQF at level 4 or

above

- Applicants are required to complete a LLN and PTR process prior to commencement of training.

Students who undertake the LLN assessments via LLN Robot are:

- made aware that the tool has been approved by the Department and is published on the Department's website, and
- provided with their results as soon as practicable after the assessment.

They are also notified that a copy of their results will be provided to the Secretary of the Department if they choose to apply to use a VET Student Loan.

The importance of acting with honesty and integrity in the administration of the LLN Robot and in the VET Student Loans program more broadly is reinforced with all SELMAR staff as part of our ongoing staff professional development program.

- Once a student has decided to enrol in an approved course with SELMAR, if they wish to use a VET Student Loan to meet the costs of some or all of their tuition fees – they are advised that they are unable to apply for a loan until at least two business days has passed since their enrolment, and that they will need to provide SELMAR with evidence that confirms:
 - a) Their identification and date of birth, and whether they are
 - b) An Australian citizen, or
 - c) The holder of a humanitarian visa who is usually resident in Australia, or
 - d) A New Zealand qualifying citizen (ie that holds a special category visa, has been usually resident in Australia for the past 10 years, was a dependent child when they were first resident in Australia, and has been in Australia for 8 of the past 10 years and 18 months of the past 2 years).

All documentation provided to support a student's eligibility for a VET Student Loan must be verified.

Students wishing to use a VET Student Loan must also have an Australian tax file number or have a certificate from the Tax Office confirming that they have applied for a tax file number.

Students under the age of 18 wishing to use a VET Student Loan must provide a signed parental consent form, unless they have evidence that they receive Youth Allowance as an independent.

3. Application and Enrolment Process

- Details provided to students prior to enrolment are set out in SELMAR's Marketing Policy.
- Details for student enrolment are set out in SELMARs Application and Enrolment Policy
- This *Fair Treatment and Equal Benefits and Opportunity Policy* will be made available to Students and Potential Students through publication on the website: www.selmar.edu.au.

SECTION 4 - RELATED DOCUMENTS

Name	Document Type
MR1 Marketing Policy	Policy
EN2 Application and Enrolment Policy	Policy
SP4 Privacy and Personal Information Policy	Policy

SECTION 5 - VERSION CONTROL

Version #	Approval Date	Approved by	Details
1.0	June 2014	Marcus Sellen	Policy creation
1.1	Feb 2020	Julie Van Belkom	Updated qualifications Updated to reflect current practice
1.2	March 2022	Aruna Joshi	Added wordings from provider manual around treating learners who are seeking review
2.0	April 2022	Aruna Joshi	Updated policy template and assigned new policy number