

FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

Overview

Australian Salesmasters Training Co Pty Ltd (ASTC) 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 Act refers to the *Higher Education Support Act 2003*

Students refers to 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.

Potential Students refers to 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.

1.0 Fair Treatment

1.1 ASTC will treat fairly all Students and Potential Students.

2.0 Student Selection

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

- the selection, from among Potential Students; and
- the treatment of Students.

2.2 Potential Students seeking to enrol in a VET unit of study with ASTC, 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 ASTC 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 for Diploma and Advanced Diploma courses are shown in Appendix A.

2.5 Application and Enrolment Process

Applications can be made to the Course Adviser

The Course Advisor 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, the applicant will be contacted and given the opportunity to provide further information.

Applicants who do not meet the published entry requirements will be notified in writing of the reasons for non-acceptance. Unsuccessful applicants will be advised of their right to appeal the decision and how to access the appeals process.

Applicants who meet the published entry requirements will be sent a Letter of Offer confirming their place in their chosen course. Following acceptance of the offer the applicant is sent information about enrolment explaining all aspects of their course including start date, payment options and details of student induction.

3.0 Publication

- 3.1 This *Fair Treatment and Equal Benefits and Opportunity Policy* will be made available to Students and Potential Students through publication on the website:
www.thesalesmasters.com.au.