

# Fair Treatment and Equal Benefits and Opportunity Policy

## Overview

Insight Training 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*

**Student/s** 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; and

**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

Insight Training will treat fairly all Students and Potential Students.

## 2.0 Student Selection

2.1 Insight Training 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 unit of study with Insight Training, 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 Insight Training 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 above courses:

- Minimum Australian Year 10 required or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation submitted will also be considered.

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- Mature age entry (over 25 years of age) can be made without minimum educational requirements but with relevant work experience within chosen area of study.
- Applicants must attend an interview to assess their aptitude and suitability to undertake the course as well as completing a test to assess their language, literacy and numeracy levels.

## 2.5 Application:

Individuals who seek to enrol in a course with Insight Training must complete and submit the Application Form which is available from our offices 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 Student Services / Training Coordinator assess 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 will attend an interview to complete the assessment of their application.

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 Offer:

Applicants who meet the published entry requirements will be sent a letter offering them a place in their chosen course and instructions on how to accept the offer.

## 2.8 Acceptance:

Applicants accept the offer of a place in the course by signing and returning a copy of the offer letter as directed. Once an offer is accepted, the applicant is enrolled in their chosen course and sent a confirmation of enrolment letter with details about the course and arrangements for student orientation.

## 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.insight.edu.au](http://www.insight.edu.au) and the Student Handbook.