

## FAIR TREATMENT AND EQUAL OPPORTUNITY POLICY AND PROCEDURE

### 1. Overview

Careers Australia College of Healthcare (“the College”) will treat fairly all of its students and persons seeking to enrol with the CACH.

### 2. Access & equity

The College applies access and equity principles through all its policies and procedures to promote full and equal participation of all students in its courses, to foster an environment free of discrimination and harassment, and to assist students to identify and achieve their desired outcomes.

### 3. Pre-enrolment information

The College will ensure that prior to enrolment prospective students receive adequate information regarding the course, training, assessment, services and Commonwealth assistance provided by the College to enable them to make an informed decision about the suitability of the course and the College for their individual needs. The College will provide clear information to each student, prior to enrolment in regards to:

- student selection, enrolment and orientation procedures;
- course information, including educational and vocational outcomes;
- fees and charges, including refund policy;
- provision for language, literacy and numeracy assistance;
- student support services;
- welfare and guidance services;
- flexible learning and assessment procedures;
- grievance and appeals procedures;
- disciplinary procedures;
- recognition of prior learning (RPL) arrangements and credit transfer.

### 4. Fair treatment

As a VET Provider the College will treat fairly:

- a) all students who are, or would be, entitled to VET FEE-HELP assistance; and
- b) all persons seeking to enrol with the College in a VET unit of study that meets the course requirements and who are, or would be, entitled to VET FEE-HELP assistance.

### 5. Equal benefits and opportunities

As a VET Provider the College will have open, fair and transparent procedures that are based on merit for making decisions about:

- a) the selection, from among persons who are, or would be, entitled to VET FEE-HELP assistance and who seek to enrol with the College in a VET unit of study that meets the course requirements; and
- b) the treatment of students who are, or would be, entitled to VET FEE-HELP assistance undertaking a VET course of study.

### 6. Student selection

Students will be selected on merit based on the published criteria. The College will ensure that throughout the process of selection and admission, applicants are treated fairly, courteously and expeditiously.

Entry criteria and application procedures are published in the College’s marketing material and on the College’s website for the information of students and persons seeking to enrol with the College.



### **6.1 Selection and admissions process**

Students and persons seeking to enrol should contact the College and request interview. At interview an information pack includes VET FEE-HELP forms and information, marketing and an enrolment form will be given to the student. If a student wished to apply, the enrolment form should be completed and returned to the College. Once an enrolment form has been received, the student will be contacted and advised if they have been accepted into their chosen course of study and if they are eligible for VET FEE HELP.

### **7. Commonwealth assistance**

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

### **8. Publication**

This *Fair Treatment and Equal Opportunity Policy and Procedure* will be made available to students and persons seeking to enroll with the College through publication in the Student Handbook and on the College's website ([www. http://www.careersaustralia.edu.au/domestic/downloads.html](http://www.careersaustralia.edu.au/domestic/downloads.html)).