

PP44

Fair treatment and equal benefits and opportunity policy and procedure

PURPOSE

This policy is a statement of the commitment of Southern Cross Education Institute (SCEI) to fair treatment and equal benefits and opportunity practices for the selection and treatment of all students and prospective students.

SCOPE

This policy will apply equally to all students regardless of the location of the campus and their place of residence.

DEFINITIONS

Course of Study	A structured program of education consisting of one or more VET units of study leading to and AQF award
Equity	The state, quality, or ideal of being just, impartial, and fair.
Fair Treatment	Ensuring that all individuals are able to make choices and achieve their potential based on responsive and appropriate advice.
Prospective student	A person who is considering attending SCEI but has not yet officially enrolled
SCEI	Southern Cross Education Institute
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
Unit of study	A subject or unit that a student may undertake with SCEI as part of a course of study in which the student may access VET Student Loan to pay for all or part of their tuition fees for that unit.
VET Student Loan	From 1 January 2017, VET Student Loans replaces the VET FEE-HELP scheme

POLICY AND PROCEDURES

1. Southern Cross Education Institute supports the concept of equal opportunity and is committed to providing all staff, students and Prospective 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.
2. Southern Cross Education Institute has a stated commitment to treating all students fairly and has selection processes that ensure all persons seeking to enrol who are or would be eligible for VET Student Loan are treated fairly.
3. Southern Cross Education Institute has open, fair and transparent procedures, based on merit for making decisions about:
 - 3.1. the selection, from among prospective students; and
 - 3.2. the treatment of students.
4. Prospective students seeking to enrol in a VET unit of study with Southern Cross Education Institute, 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.
5. Southern Cross Education Institute, is committed to providing equal benefits and opportunities to students in the selection process.
6. Southern Cross Education Institute does not prevent the procedures of this policy from taking into account that a student may be enrolled in an approved course, which is in line with any arrangement that:
 - 6.1. was entered into between SCEI and an employer or industry body, and
 - 6.2. limits or restricts enrolments in some or all of the places in the course
7. Selection decisions will be made on the basis of merit and other relevant information only.
8. If the number of applicants applying for a course or unit is greater than the number of places available, applicants will be scored against the selection criteria and ranked accordingly.
9. The above paragraph does not prevent SCEI taking into account, in making decisions mentioned above, educational disadvantages that a particular prospective student has experienced or the fact that the prospective student may be enrolled via a VET restricted access arrangement.
10. This policy will be made available to students and prospective students through publication on the website www.scei.edu.au and within the SCEI student handbook/pre-arrival guide.
11. SCEI aims to meet the needs of the Aboriginal and Torres Strait Islander community by:
 - 11.1. involving Aboriginal and Torres Strait Islander people in making and implementing decisions that affect their access, participation rates and successful outcomes in vocational education, training and employment
 - 11.2. increasing the participation rates and success of Aboriginal and Torres Strait Islander people in vocational education and training proportionate to other Australians actively promoting Aboriginal and Torres Strait Islander people as positive role models
 - 11.3. eliminating any discriminatory policies, practices, assumptions and behaviours in the organisation by providing training programs and employment conditions which are equitable, accessible and culturally

inclusive

- 11.4. providing temporary, special measures schemes for the benefit of Aboriginal and Torres Strait Islander employees, potential employees and students, including 50% discount on the textbooks for Aboriginal and Torres Strait Islander students enrolling in HLT54121 Diploma of Nursing

12. Student Selection and Admission Process

- 12.1. Domestic students are required to apply for enrolment into a course by completing the **FOR68 Application to Study Form** (Domestic Students) or **ADEFOR68 Application to Study Form** (Domestic Students).
- 12.2. Students are required to submit relevant documents along with the **FOR68 Application to Study Form** (Domestic Students), **ADEFOR68 Application to Study Form** (Domestic Students) to the Business Development Officer (BDO) who will assess the application.
- 12.3. To ensure all applicants are given a fair and equal opportunity to actively participate in and complete their course of study, the entry requirements of the course must be fulfilled by the applicant prior to enrolment. Refer to individual course entry requirements on Southern Cross Education Institute's website www.scei.edu.au.
- 12.4. Additionally, certain qualifications may have specific pre-requisite requirements which the applicant is required to provide evidence of competence prior to enrolment into the course of study.
- 12.5. The application should include evidence that the applicant meets both the general entry requirements and any specific pre-requisite requirements as outlined on the course brochure located on the SCEI website at www.scei.edu.au
- 12.6. The applicant will be contacted if the application form is not complete or if further information is required to make an assessment of whether the prospective student meets the required entry requirements and/or pre-requisite requirements.
- 12.7. All students are required to provide proof of identity and the Business Development Officer must sight the original.
- 12.8. The Business Development Officer will offer a place to successful applicants and provides an **FOR69 Student Enrolment Agreement** (Domestic Students) or **ADEFOR69 Enrolment Agreement Form** (Domestic Student) and information about enrolment date and orientation.
- 12.9. The Business Development Officer advises unsuccessful applicants by way of **LET23 Offer Rejection Letter** and, where appropriate, provides advice about alternative courses.
13. To maximise the opportunity for prospective students to successfully complete their course of study, a pre-training review is conducted to identify any special support requirements the student may require. This includes assessment of language, literacy and numeracy, access and equity requirements, recognition of prior learning.
14. The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.
15. If a student in Australia, on a student visa, applies for a local course at SCEI, SCEI will reject the student application and notify the student of the decision. Any tuition fees received from the student will be refunded in full, excluding the enrolment fee. The student will be notified by SCEI administration through **LET23 Offer Rejection Letter**.

RELATED DOCUMENTS

- ADEFOR68 Application to Study Form (Domestic Students)
- ADEFOR69 Student Enrolment Agreement (Domestic Students)
- FOR68 Application to Study Form (Domestic Students)
- FOR69 Student Enrolment Agreement (Domestic Students)
- LET23 Offer Rejection Letter
- PP04 Enrolment Process Policy and Procedure
- PP27 Access and Equity Policy

LEGISLATIVE CONTEXT

- Racial Discrimination Act 1975 (Cwlth)
- Sex Discrimination Act 1984 (Cwlth)
- Human Rights and Equal Opportunity Act 1986 (Cwlth)
- Disability Discrimination Act 1992 (Cwlth)
- Equal Opportunity Act 1984 (SA)
- Equal Opportunity Act 2010 (VIC)
- VET Student Loans Act 2016 <https://www.legislation.gov.au/Details/C2018C00402>
- VET Student Loans Rules 2016 (section 84) <https://www.legislation.gov.au/Details/F2019C00065>
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 2

RESPONSIBILITIES

All SCEI employees will apply this policy and procedure.
The Campus Manager is responsible for the ongoing management of this policy and procedure.

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