

## FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

### Overview

Air Gold Coast Pty Ltd 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 FEEHELP 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

1.1 Air Gold Coast will treat fairly all Students and Potential Students.

### 2.0 Student Selection

- 2.1 Air Gold Coast 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 Air Gold Coast, 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 Air Gold Coast 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 Application and Enrolment Process

Applications can be made via the Air Gold Coast website or on the Application Form and sent with supporting documentation to the Student Manager at Air Gold Coast, P.O. Box 116, Coolangatta, QLD 4225.

The Student Manager 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