

## Policy Purpose

The purpose of this policy and its associated procedure is to outline the approach that VFA Learning will undertake to ensure that all prospective students who are applying to study are treated equally and fairly, regardless of whether they are funded under Skills First, VET Student Loans or are Fee for Service. This Policy also explains VFA Learning's commitment to ensuring access to a learning environment that values diversity, is free from harassment and unlawful discrimination and promotes equity of opportunity.

## Policy Scope

This policy applies to all staff and contractors of VFA Learning who are delivering training to students enrolled in full or part qualifications. All staff are to adhere to this policy and associated procedures.

## Legislation

VFA Learning is committed to promoting and implementing the principles of the following Acts:

- Disability Discrimination Act (1992)
- Disability Standards for Education (2005)
- Age Discrimination Act (2004)
- Sex Discrimination Act (1984)
- Anti-Discrimination Act (1977)
- Fair Work Act (2009)
- Disability Services Act (1993).

## Policy Statements

The following Policy statements are an overarching view of the process VFA Learning will undertake to ensure that they meet their obligations under State and Federal Legislation, Funding Body contracts and VET Regulatory Body requirements. A clear and concise procedure to guide staff on maintaining compliance in their daily RTO tasks supports the policy statements.

### 1. VFA Commitment

VFA commits to ensuring the following:

- Treat all prospective students fairly, courteously and equal when seeking enrolment into a course of study
- Treat all current students fairly, courteously and equal by providing policies, procedures and processes to ensure clear understanding of roles and responsibilities
- Equal opportunity and promoting inclusive practices and processes for all students within the limitations of its resources;
- Integrating the principles of access and equity in all of its work practices
- Ensure students are not discriminated against on the basis of age, race, colour, religion, ancestry, national origin, age, gender, sexual orientation, marital status, veteran status or physical or intellectual disability
- VFA Learning will address all cases of unacceptable behaviour according to the principles of procedural fairness/natural justice
- Admission to courses and programs is based solely on the applicant meeting published entry criteria and the availability of places
- Opportunities and benefits of Commonwealth assistance is equally available to all eligible students upon enrolment.
- Undertaking to eliminate policies, practices, structures, assumptions and behaviours that may contribute to the disadvantages suffered by under - represented groups.

## 2. Information Provided

VFA Learning will provide adequate information to prospective and current students that is timely, effective, open and transparent. During the application stage of the entry process, VFA will ensure the following is covered:

- entry procedure requirements
- student eligibility, enrolment and orientation procedures
- course information
- qualification outcomes and pathways
- VET Student Loans (where applicable)
- Skills First Program Funding (where applicable)
- student support services including external services
- fees and charges, including refunds
- RPL and credit transfers
- Complaints and Appeals procedures

## 3. Student Selection

VFA Learning will ensure that the following takes place when prospective students are interviewed during the application stage of the entry process:

- Ascertain their academic suitability to undertake the course in order for them to achieve successful outcomes
- Sight originals and retain certified copies of previously held qualifications
- Assess their English proficiency as required by Australian Health Practitioner Regulation Agency (APHRA) and any other regulatory body as required
- Check that the prospective student will have necessary support in their studies including computer literacy and ability to access internet facilities;
- Ascertain their citizenship and Victorian residency status to ensure that only those eligible for VET Students Loans or Skills First Funding are offered a place in their chosen course
- Ensure the recruitment and admission process is bias-free and non-discriminatory
- Reasonable accommodation for students with special needs through a range of services such as, but not limited to reasonable adjustment for students with a disability, special consideration, physical access to premises.

## 4. Consultation

VFA Learning will consult

- With the elders from the Wadawurrung, Wurundjeri and Boon Wurrung people for guidance in supporting any student who self-recognises as an Aboriginal and/or Torres Strait Islander student.
- With students, staff and the community to ensure that a wide range of views are available for consideration in planning and decision making

## 5. Course Exclusion

VFA has determined that a prospective student is excluded from entry to a course if:

- They have a criminal history, which affects the requirements of the course or placement requirements of the vocational area being studied.
- They do not satisfy the academic and eligibility criteria as set out by VET Students Loans and Skills First Program
- The student requires delivery in a language other than English
- The student requires special services or facilities and provision of such would cause unjustifiable hardship to the organisation.

## Related Procedures

- Equal and Fair Treatment Procedure

## Other Related Policies and Procedures

- Complaints and Appeals Policy
- Complaints and Appeals Procedure
- Student Entry Policy
- SBAT Student Entry Internal Procedure
- Student Entry Internal Procedure
- Nursing Student Entry Internal Procedure

## Responsible Officer

The responsible officer for the implementation of this Policy is the Managing Director

## Publishing details

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