

# Global Training Institute

## **FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY**

**Document No: QA206**

### **AUTHORITY RECORD:**

**Compiled by:** Anne Botting  
**Checked by:** Sheena Griffin  
**Approved by:** Anne Botting  
**Issue Date:** 1<sup>st</sup> February 2005  
**Effectivity Date:** 1<sup>st</sup> February 2005  
**Version No:** 3  
**Version Effectivity Date:** 01 January 2013  
**Obsolete Date:**

## **1 Purpose:**

A policy complying with the requirements, regulations and legislation governing:

- A Registered Training Organisation,
- Australian Quality Training Framework
- ASQA
- VET FEE Help

## **2 Scope:**

This procedure defines how Global Training Institute ensures its Access and Equity Policy is applied and applicants, staff, trainers and students are made aware of the Policy, and, as appropriate trained in the application thereof.

## **3 Responsibility:**

It shall be the responsibility of the Director to ensure the requirements of this procedure are complied with.

It shall be the responsibility of the Training Manager to ensure:

- The Policy is contemporary and reflects current government regulation and policy.
- Course development reflects the Policy.
- Trainers modify their delivery and assessment methods to cater for individual needs.
- The Trainer complies with the requirements of this procedure.

It shall be the responsibility of the nominated staff members and trainers to comply with the requirements of this procedure.

It shall be the responsibility of the Operations Co-ordinator to implement the procedure and manage its compliance.

It shall be the responsibility of all staff, trainers and participants to apply the Policy.

## **4 Definition:**

OC = Operations Co-ordinator.  
The Policy = Global Training Institute Access and Equity Policy.

## **5 Procedure:**

Global Training Institute will fairly treat all of its students, including prospective students.

This applies to all those who are, or who would be entitled to VET FEE HELP assistance and all of the persons seeking to enroll with the provider. This requirement is a basic underlying principle of the Higher Education Support Act 2003, HESA Schedule 1A.

### **5.1 Fair Treatment**

The application of fair treatment does not require that all students are treated the same. Fairness must be considered in the context of all the relevant circumstances. There will be situations in which the fair treatment of students may result in students in varying circumstances being treated differently, particularly with regard to VET FEE HELP.

### **5.2 Equal Benefits and Opportunities**

Global Training Institute will have open, fair and transparent procedures that, in the provider's reasonable view, are based on merit for making decisions about students undertaking, and persons applying for places in VET units of study.

Global Training Institute will consider each application for VET FEE HELP in an open, fair and transparent manner

### **5.2.1 Application of merit**

The application of merit in decision-making processes involves Global Training Institute considering each application on a case by case basis and not applying inflexible policies that preclude eligible applicants from having their application considered.

### **5.2.2 No income test**

Global Training Institute as a provider will not apply an income test when making decisions about which students are eligible for VET FEE HELP assistance.

### **5.2.3 Educational disadvantage**

When making decisions about the selection of students, Global Training Institute is able to take educational disadvantages that a particular student has experienced into account. This should involve consideration of the actual disadvantages that a particular student has experienced.

Global Training Institute will not use 'proxy indicators' of educational disadvantage (eg. being from a low income group or being from a rural area) in the absence of clear evidence that all students in such a group necessarily suffered educational disadvantage. A provider is required to consider a particular student's specific circumstances before making a decision about whether the student has actually suffered educational disadvantage.

### **5.2.4 Restricted Access**

When making decisions about the selection of students, Global Training Institute is able to take into account the fact that the student may be enrolled via a VET restricted access arrangement. A restricted access arrangement is an agreement entered into between a provider and an employer or industry body for the provision of a course(s) or places in a course(s) in which enrolment is limited or restricted to employees of the employer or industry body.

## **Publication**

This Fairness and Equal Benefits and Opportunity policy will be made available to students and persons seeking to enrol with Global Training Institute by publication on [www.globaltraining.edu.au](http://www.globaltraining.edu.au)

**END OF POLICY**