

# AD13 POLICY DOCUMENT

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<b>POLICY AREA:</b>	ADMINISTRATION
<b>RELATIONSHIP TO AQTF 2007 NATIONAL STANDARDS:</b>	Conditions of Registration 3
<b>TITLE:</b>	Fair Treatment and Equal Benefits and Opportunities Policy
<b>SCOPE:</b>	<p>This policy applies to:</p> <p>a) all students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003 (HESA); and</p> <p>b) all persons seeking to enrol with the VET provider in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Higher Education Support Act 2003 (HESA); and who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003 (HESA).</p>
<b>PURPOSE:</b>	The purpose of this policy is to ensure all students are treated fairly and are given equal access to benefits and opportunities.

## **Fair Treatment**

ACA will treat all its students fairly. This applies to all students and also to all people seeking to enroll at ACA.

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.

## **Equal Benefits and Opportunities**

ACA has open, fair and transparent procedures that, in the reasonable view of ACA, are based on merit for making decisions about students undertaking, and persons applying for, courses.

### ***Application of merit***

The application of merit in decision-making processes would generally be expected to involve ACA considering each application on a case by case basis and not applying inflexibly policies that preclude eligible applicants from having their application considered.

***No income test***

ACA does not apply an income test when making decisions about which of its students is eligible for VET FEE-HELP assistance.

***Educational disadvantage***

When making decisions about the selection of students, ACA will take educational disadvantages that a particular student has experienced into account. ACA will consider a particular student's specific circumstances before making a decision about whether the student has actually suffered educational disadvantage and will avoid using "proxy indicators" of educational disadvantage. Each situation will be dealt with on a case by case basis.

***Restricted access arrangement***

When making decisions about the selection of students, ACA is able to take into account students that are enrolled under a 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 document will be published on the ACA website (<http://www.actorscentre.com.au/>) to make it available to all current and prospective students.

**DATE ENDORSED BY THE GOVERNING BODY:** By the board of review on Wednesday 28<sup>th</sup> April, 2010.

**REVIEW DATE:**

- ◆ Annual January

**CONTROL**

- ◆ General Manager