

## 4.1.17 Fair Treatment and Equal Benefits and Opportunity Policy

### Operating Policy and Procedures

#### 1. Policy

NCPS is committed to provide open, fair, consistent and transparent procedures for all decisions about the selection and treatment of all students including those students who are, or would be entitled to VET FEE-HELP.

#### 2. Purpose

To ensure the College complies with requirements for fair treatment and equal benefits and opportunities for applicants and students generally, and also for the purposes of Clause 18 of Schedule 1A of the *Higher Education Support Act 2003 (HESA)* (Cth)

#### 3. Responsibility

The College Director is responsible for compliance with this policy.

#### 4. Guidelines

4.1 This policy applies to all persons enrolled or seeking enrolment at the Navitas College of Public Safety. The policy is available on the NCPS website.

4.2 All NCPS students, clients and prospective students will be treated fairly. Including those who are, or who would be entitled to VET FEE-HELP assistance and all persons seeking to enrol with NCPS. This requirement is a basic underlying principle of Schedule 1A of the *Higher Education Support Act 2003 (HESA)* (Cth)

4.3 Relevant documentation to this policy includes:

- Schedule 1A of the *Higher Education Support Act 2003 (HESA)* (Cth)
- VET FEE HELP Guidelines
- VET Provider Guidelines
- *Privacy Act 1988* (Cth)
- NCPS Complaints & Appeals Policy (4.6.02)
- NCPS Fees, Charges and Refund Policy (4.1.08)
- NCPS VET FEE HELP Review and Appeals Policy (4.1.15)
- NCPS Privacy Policy (3.7.02)

#### 4.4 Definitions

4.5 "*Fair Treatment*" means 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.

4.6 "*Equal Benefits and Opportunities*" means NCPS 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.

#### 5. Procedures

##### 5.1 Selection process

5.1.1 All applications will be individually assessed to ensure that prospective students meet course requirements such as:

*Diploma of Management(BSB51107):*

Prerequisite requirements: there are no prerequisite requirements for individual units of competency.

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB40807 Certificate IV in Frontline Management or other relevant qualification/s; or

- providing evidence of competency in the majority of units required for the BSB40807 Certificate IV in Frontline Management or other relevant qualification/s; or
- with vocational experience but without formal supervision or management qualification.

*Diploma of Occupational Health & Safety(BSB51307):*

Prerequisite requirements: there are no prerequisite requirements for individual units of competency.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB41407 Certificate IV in Occupational Health and Safety or other relevant qualification/s: or
- providing evidence of competency in the majority of units required for the BSB41407 Certificate IV in Occupational Health and Safety or other relevant qualification/s; or
- with extensive vocational experience in providing guidance to others in matters relating to occupational health and safety but without formal OHS qualifications.

*Diploma of Security and Risk Management(CPP50607)*

Prerequisite requirements: there are no prerequisite requirements for individual units of competency.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- after achieving the CPP40707 Certificate IV in Security and Risk Management or other relevant qualification/s: or
- providing evidence of competency in the majority of units required for the CPP40707 Certificate IV in Security and Risk Management or other relevant qualification/s; or
- with extensive vocational experience in providing guidance to others in matters relating to occupational health and safety but without formal security and risk management qualifications.

When making merit based decisions about the selection of students NCPS will take into account educational disadvantages that a particular student has experienced.

This should involve consideration of the actual disadvantages that a particular student has experienced.

NCPS will not use 'proxy indicators' of educational disadvantage (i.e. 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.

- 5.1.2 An income test will not be considered when making decisions about which students are eligible for VET FEE-HELP assistance.
- 5.1.3 When making decisions about the selection of students, NCPS will 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.
- 5.1.4 Where there is any issue or concern about eligibility for VET FEE-HELP, the administrator must refer the application to the VET Manager;

## 5.2 Processing of application

- 5.2.1 Course administrator to note enrolment as a VET FEE-HELP application on the applicant's file and to also ensure a data note is entered on PEPi;
- 5.2.2 Any operating or work notes must be attached to the student file and briefly noted on PEPi;
- 5.2.3 Decisions made relative to VET FEE-HELP must be conveyed to the applicant in writing; and include information on the College's Complaints and Appeals process.

## 6 Publication

This policy is published on the NCPS website

## 7 Authority

Authorised by the General Manager (Public Safety)

## 8 Approval

Approved by NCPS Management on 27.07.10

## 9 Review Date

29.06.11

## Amendments

Date	Modified by	Sections amended/added	Approved by MR (if required)
25.09.09	Jodie Reeve	Date adjusted in section 4.6	Minor change
17.12.09	Jodie Reeve	Inclusion of information in section 5.1 & 5.2	04.01.2010
08.04.10	Jodie Reeve	Reference updated in guideline section 4.2 & 4.3  Selection process updated to identify nationally endorsed training packages and merit based process.	08.04.10
29.06.10	Jodie Reeve	Selection process updated to include course entry requirements	29.06.10
27.07.10	Jodie Reeve	Inclusion of publication section	27.07.10