

FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

Overview

Kreate Pty Ltd t/as RuralBiz Training 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 FEE-HELP 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 RuralBiz Training will treat fairly all Students and Potential Students.

2.0 Student Selection

2.1 RuralBiz Training 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 RuralBiz Training, 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 RuralBiz Training 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 ENTRY REQUIREMENTS FOR DIPLOMA AND ADVANCED DIPLOMA COURSES

Students must:

- Be actively engaged in farming, or have ready access to, and knowledge of, a farm business for completion of assessment exercises.
- Have access to a computer with at least Windows XP, Word 97, Excel 97, Adobe Reader, and satellite broadband internet connection or similar.
- Have basic computer skills.
- Have completed Year 10 or equivalent or be able to demonstrate similar literacy and numeracy levels.

2.5 APPLICATION

Individuals who seek to enrol in a course with RuralBiz Training must complete and submit the *Expression of Interest (EOI)* which is available on our website (www.ruralbiztraining.com.au). Applications may be submitted as indicated on the EOI form.

The application should include evidence that the applicant meets the published entry requirements for their chosen course.

2.6 ASSESSMENT AGAINST PUBLISHED ENTRY CRITERIA

The Administration 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 for their chosen course, the applicant will be contacted and given the opportunity to provide further information.

Applicants who do not meet the published entry requirements will be advised of the reasons why they have not been offered a place in the course, their right to appeal the decision, and information on how to access our appeals process.

2.7 OFFER

Applicants who meet the published entry requirements will be sent an email with an enrolment form attached offering them a place in their chosen course and instructions on how to accept the offer.

2.8 ACCEPTENCE

Applicants accept the offer of a place in the course by completing and returning a copy of the enrolment form as directed. Once the enrolment form is returned, the applicant is enrolled in their chosen course and sent a confirmation of enrolment email with details about the course and arrangements for student orientation.

3.0 Publication

- 3.1 This *Fair Treatment and Equal Benefits and Opportunity Policy* will be made available to Students and Potential Students through publication on the website www.ruralbiztraining.com.au.