



Learner Fair Treatment and Equal Opportunity Policy

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| Policy Category: | RTO Operational Policy |
| Policy Number: 2.018 | Date written: November 2015 |
| Related Governance / Enabling Policies: | Access and Equity Policy, OH&S Policy, Equal Opportunity Policy |
| Related Operational Policies: | Learner Recruitment, Enrolment and Induction Policy |
| Related Standards: | <i>Standards for Registered Training Organisations (RTOs) 2015.</i> <i>VET Administrative Information for Providers September 2015</i> |
| Related Legislation: | <i>Higher Education Support Act 2003</i> <i>Equal Opportunity Act 1995</i> <i>Racial and Religious Tolerance Act 2001</i> <i>Sex Discrimination Act 1984,</i> <i>Racial Discrimination Act 1975</i> <i>Disability Discrimination Act 1992,</i> <i>Human Rights and Equal Opportunity Commission Act 1986</i> State legislation and various occupational health and safety legislation |
| Policy Owner | Manager RTO |
| Person(s) Responsible for Policy: | All RTO staff |

For those who teach and care for children, Gowrie Victoria champions good early childhood education and care. Because when children learn we all grow.

Purpose

The purpose of this policy is to outline the fair treatment and equal opportunity guidelines for Gowrie Victoria learners. We respect our prospective, current and past learners and staff. We are committed to a fair and equitable environment, one which respects diversity, is safe, supportive and is free from all forms of discrimination, bullying and harassment. We want all people to succeed and offer fair and equitable opportunity to all.

Scope

This policy applies to all Gowrie Victoria employees with responsibilities for the recruitment, enrolment, training, assessing, support and induction of learners, past, current and / or potential.

Principles

The principles of fairness, equity, access and equal opportunity underpin this policy and are identified in detail in the related organisational policies.

Guidelines

Any person can seek to enrol in a VET unit of study with Gowrie Victoria. Each potential learner will be assessed for entry to study via published entry requirements. Our learner selection procedure for all potential learners involves an application assessment appointment. The appointment includes an oral interview and the potential learner completes a literacy and numeracy assessment. At this time they also complete the relevant enrolment and forms.

These documents are then reviewed by a qualified Trainer / Assessor (The reviewer). Recommendations are then made to the potential learner about their suitability for their nominated qualification and if determined as suitable official enrolment takes place. Where the reviewer finds that an alternative pathway (qualification) may be appropriate this is discussed with the potential learner. If the learner agrees, enrollment takes place. Our goal is to assist potential learners to be successful in undertaking and completing their qualification.

This process is explained to all potential learners prior to their application assessment appointment. This ensures the process is transparent, fair and one where decisions are on merit. The process is also published on our website.

Where we determine that a potential learner may not be suitable for their nominated qualification, we may offer a referral to other institutions for foundations courses in English literacy and numeracy (LLN). Additionally, successful applicants and current learners may be recommended to attend LLN support classes. These classes are offered by Gowrie Victoria to learners at no additional cost. They are weekly and delivered by a qualified trainer. There is no need to book in for these sessions, the classes are available for all learners who can simply turn up to any / or all classes.

Learner Eligibility Requirements for VET FEE-HELP Learners

A Gowrie Victoria learner may access a VET FEE-HELP loan if they:

- are an eligible person who meets the citizenship and residency requirements, or
- a permanent 'humanitarian' visa holder who will be resident for the duration of their study, and are enrolled in at least 1 eligible unit that contributes toward an eligible VET FEE-HELP course.

Applicants must not have exceeded their VET FEE-HELP limit to access the funding option.

Definitions

For the purposes of this policy the following applies:

The Act - the Higher Education Support Act 2003

Learner/s - all current, past or potential

Potential Learner - refers to all persons seeking to enroll in a VET unit of study that meets the course requirements prescribed in sub clause 45(1) of schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP under clause 43 of Schedule 1A of the Act.

Publication

Access to the Fairness and Opportunities Policy will be made available those seeking to enrol with Gowrie Victoria. A controlled version is available on our website: www.gowrievictoria.org.au

On-going support: past, present and future learners

Our Workplace Assessors support learners, employees and trainees during practical work placements, through scheduled visits to their workplace. Trainers maintain regular contact with learners through classroom instruction, assessment marking, phone and email communication.

Our Learner Services team is available each business day to support all learners: past / present and future with their queries and can be contacted on:

03 9349 2980

Training@gowrievictoria.org.au

16 – 20 Howard Street

North Melbourne

Victoria 3051

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| Related Documents/Procedures/Forms: Learner Recruitment, Enrolment and Induction Policy | Location: S:\1 Tools to do the job\4 Policies and Procedures CURRENT POLICIES\RTO Operational Policies\Learner Fair Treatment and Equal Opportunity Policy |
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It is the responsibility of each employee, or those mentioned within the policy scope, to ensure that they are aware of changes and updates to policies. All employees must ensure that they have the most current version of a policy. Please refer to the electronic policy for the most current version.

Employee acceptance of and agreement with Policy content and conditions:

Name: _____ **Signature:** _____ **Date:** _____

Human Resource/ Manager witness:

Name: _____ **Signature:** _____ **Date:** _____

| Date | Version | Author | Revision Description |
|---------------|---------|-------------|----------------------|
| November 2015 | 1 | Manager RTO | New Policy |
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