

FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

Overview

Emmaus Bible School. Australia Ltd (“Emmaus Bible College”) 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 Emmaus Bible College will treat fairly all Students and Potential Students.

2.0 Student Selection

2.1 Emmaus Bible College 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 Emmaus Bible College, 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 Emmaus Bible College 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

- Completed Year 11 of an Australian high school or equivalent.
- Prospective students must be eighteen years of age or older at the time of application.

2.5 APPLICATION

Admission to Emmaus Bible College is determined by application. In deciding whether or not to admit a student, the college admissions committee will take into account:

- Satisfactory fulfilment of academic admissions requirements (refer above);
- The application form and its content; and
- Character reference.

Emmaus Bible College retains the right to refuse admission to a program if the student is deemed to be unlikely to cope academically, or if the application form or character reference indicates that a student is likely to struggle with college life and college discipline.

V1 EBC Feb 2016	Page 1 of 2
Fair Treatment & Equal Opportunity Policy	Date of Next Review Feb 2018

2.6 ASSESSMENT AGAINST PUBLISHED ENTRY CRITERIA

The College Admissions Committee 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 a letter 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 signing and returning a copy of the offer letter as directed. Once an offer is accepted, the applicant is enrolled in their chosen course and sent a confirmation of enrolment letter 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 the VET Student Handbook and/or publication on the website www.emmaus.edu.au.