FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY AND PROCEDURE

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Custodian:	General Manager		
Supporting Documents, Procedures & Forms:			
References & Legislation:	*Higher Education Support Act 2003*		

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1 Purpose of Policy

1.1 This policy specifies the UOW College (UOWC) quality and accountability requirements for the purposes of clause 18 of Schedule 1A of the *Higher Education Support Act 2003* relating to:

a. fair treatment of students, and

b. equal benefits and opportunities for students.

2 Scope of Policy

2.1 This policy applies to all students enrolled in and potential students seeking to enrol in a Vocational Education and Training (VET) course offered by UOWC.

2.2 Students enrolled in a VET course offered by another provider under a partnership arrangement with UOWC are excluded from this policy.

2.3 VET FEE-HELP assistance is available to eligible students enrolled in approved Diploma programs only. Refer to the UOWC website at www.uowcollege.edu.au for details.

3 General Principles

3.1 UOWC supports an active approach to informing student and staff of policies and procedures. The Fair Treatment & Equal Benefits & Opportunity Policy & Procedure is publicly available and posted on the College website at www.uowcollege.edu.au.

4 Fair Treatment

4.1 UOWC will treat fairly:

a. all students who are, or would be, entitled to VET FEE-HELP assistance, and

b. all potential students seeking to enrol with UOWC in a unit of study that meets the course requirements and who are, or would be, entitled to VET FEE-HELP assistance.

5 Equal Benefits and Opportunities

5.1 UOWC has open, fair and transparent procedures that are based on merit for making decisions about:

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a. the selection, from among the potential students who are, or would be, entitled to VET FEE-HELP assistance and who seek to enrol with UOWC in a unit of study that meets the course requirements, and

b. the treatment of students who are, or would be, entitled to VET FEE-HELP assistance undertaking a VET course of study.

5.2 UOWC will make decisions about the selection and treatment of students who are to benefit from Commonwealth assistance like VET FEE-HELP based on merit. When making such decisions, UOWC will adopt a flexible approach to providing entry for students taking into account any educational disadvantage which a student may have experienced such as students from disadvantaged backgrounds; those returning to formal study and others who may not have completed formal requirements will be encouraged to apply.

5.3 Under our VET FEE-Help obligations, UOWC ensures that the opportunities and benefits of VET FEE-Help are made equally available to all students, or classes of students, that are eligible to be paid the assistance.

6 Selection Procedures

Diploma of Business / Diploma of Project Management / Diploma of Management / Diploma of Marketing

6.1 There are no academic pre-requisites for these qualifications however; each qualification requires effective language, communications, interpersonal skills and the ability to write a range of documentation. Students also require complex cognitive skills in planning, analysis and synthesis which form part of the skills requirements of many units.

6.2 It is desirable that students are employed on commencement of the course to enable full benefit from the delivery method and in order to complete the required assessments. Should any students not be employed or discontinue their employment during the course, UOWC will provide work placement if required.

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7 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	23/04/12	Julie Renwick	New Policy
2	16/09/2013	Cristine Russell	Change of ITCC to UOWC, Policy reference to from POL-ITCC-03 to POL-UOWCV-27
3	04/09/2015	Policy Officer and Law Clerk	Minor Amendments – merged to new template, update of position titles.
4	21/07/2016	Compliance Officer	Minor change only – College branding and document formatting updated.

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