

Subject: Policies and Procedures **Title of Policy:** Fair Treatment and Equal Opportunity

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DOCUMENT REVISION

Version	Release Date	Change	Approved	Revision Date
1.0	Sep 2020	Full Review of Policy and Procedure.	Emily Xu	Sep 2021

Purpose:

Fair treatment all of students and persons enrolling and undertaking study with Patrick's College Australia.

Equal Opportunity means providing equivalent opportunities regardless of race, colour, national origin, sex, sexual orientation or preference, marital or parental status, age, religion, creed or political belief, mental or physical disability, or status.

Procedure

Patrick's College Australia provides equal opportunity for all persons and recognises that, by providing a learning environment and related support mechanisms which encourage all students to achieve their personal best, regardless of their background and personal circumstances, and will foster an environment free of discrimination and harassment, to assist students to identify and achieve their desired outcomes.

Fair treatment

Patrick's College Australia will treat fairly all students and potential students.

Student Selection

Patrick's College Australia has open, fair and transparent procedures that are based on merit for making decisions about:

- a) The selection, from among potential students; and
- b) The treatment of students.

Potential students seeking to enrol in a VET unit of study with Patrick's College Australia 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.

The above undertakings do not prevent Patrick's College Australia 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 may be enrolled via a VET restricted access arrangement.



Pre-enrolment information

Patrick's College Australia will ensure that prior to enrolment potential students receive adequate information regarding the course, training and assessment services (and any available Commonwealth assistance i.e. VSL scheme where applicable) to enable them to make an informed decision about the suitability of the course for their individual needs.

Patrick's College Australia will provide clear information to each potential student, prior to enrolment in regards to:

- Student selection, enrolment and orientation procedures
- Course information, including educational and vocational outcomes
- Fees and charges, including refund policy
- Provision for language, literacy and numeracy assistance
- Student support services
- Welfare and guidance services
- Flexible learning and assessment procedures
- Grievance and appeals procedures
- Disciplinary procedures
- Recognition of prior learning (RPL) arrangements and national recognition.
- Commonwealth or State funding where/if applicable

Student selection and admissions process

Students will be selected on merit based on the published criteria and the college will ensure that throughout the process of selection and admission, applicants are treated fairly, courteously and expeditiously.

Entry criteria and application procedures are published on Patrick's College Australia. Website and marketing material for the information of students and potential students