

VET STUDENT LOANS POLICY AND PROCEDURES

FAIR TREATMENT, EQUAL BENEFITS & OPPORTUNITY POLICY AND PROCEDURE

Date Approved:	18/01/2018
Policy Category:	Management
Policy Owner:	General Manager

1. Purpose

- 1.1 This policy ensures that SEDA Group complies with requirements for fair treatment and equal benefits and opportunities for the purposes of the VET Student Loans Act 2016.

2. Scope

- 2.1 This policy applies to all persons enrolled, seeking to enrol and employees at SEDA Group.

3. Definitions

- 3.1 **Census date:** the last day a student may withdraw from a VET unit of study in which they are enrolled without incurring liability for tuition fees.

- 3.2 **The Act:** Refers to the VET Student Loans Act 2016.

- 3.3 **VET Student Loans:** VET Student Loans is a program that helps eligible students enrolled in higher level vocational education and training courses at approved course providers pay their tuition fees.

4. Statement of Policy

- 4.1 SEDA Group is committed to the principles and practices of equal benefits and opportunity and ensures that it treats all students, staff and visitors fairly and respectfully.

5. Procedures

Document name	VSL Fair Treatment and Equal Benefits & Opportunity Policy and Procedure_20180118		
Authorised By	General Manager	<i>Document control management – Uncontrolled when printed</i>	Page 1 of 2

- 5.1** SEDA Group has procedures in place to ensure it treats people fairly, it makes relevant policies, procedures and rules accessible, and implements these in a transparent manner. These include:
- 5.1.1** ensuring that the principles and practices of equal opportunity are promoted within the SEDA Group community
 - 5.1.2** establishing and maintaining a working and learning environment which is consistent with the principles of justice and equity
 - 5.1.3** providing guidelines and procedures for the resolution of complaints regarding discriminatory behaviour or behaviour which is inconsistent with its Access and Equity policy
 - 5.1.4** specifically forbidding sexual harassment and discrimination against people on the grounds of age, breastfeeding, carer status, disability/impairment, gender identity, industrial activity, marital status, parental status, physical features, political belief or activity, pregnancy, race, religious belief or activity, sex, sexual orientation, personal association with someone who has, or is assumed to have, one of these personal characteristics
 - 5.1.5** ensuring that the workplace is free from bullying and harassment
 - 5.1.6** making decisions about students applying for and undertaking its courses based on merit (Please refer to the *Student Selection and Admission Policy and Procedures*).
 - 5.1.7** observing the principles of procedural fairness, and ensuring individuals raising concerns, complaints or grievances are treated with respect and are not victimised or discriminated against.

6. Publication

- 6.1** This Fair Treatment, Equal Benefits & Opportunity Policy and Procedure will be made available to students enrolled or applicants intending to enrol with SEDA Group through publication on the website and in written form.

7. Related policies and procedures

- 7.1** Concerns, Complaints (Grievances) and Appeals Policy and Procedure
- 7.2** VSL Privacy Policy and Procedures
- 7.3** VSL Statement of Tuition Assurance
- 7.4** VSL Student Entry Procedure
- 7.5** VSL Student Selection and Admission Policy and Procedures
- 7.6** VSL Student Review and Re-Crediting Procedures
- 7.7** VSL VET Fee Payment Policy
- 7.8** VSL Tuition Fee Refund, Withdrawal and Cancellation Policy
- 7.9** VSL Tuition Assurance Procedures

Document name	VSL Fair Treatment and Equal Benefits & Opportunity Policy and Procedure_20180118		
Authorised By	General Manager	<i>Document control management – Uncontrolled when printed</i>	Page 2 of 2