

## PURPOSE

Health Industry Training 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.

## POLICY

Health Industry Training has an unreserved commitment to the principle of access and equity in ensuring all training and assessment is responsive to the individual needs of students and stakeholders. As part of its commitment Health Industry Training has a duty to ensure that course and services provided by the organisation are relevant, accessible, fair and inclusive.

The access and equity policy aims to achieve equal training and assessment outcomes for all students including:

- People with physical or intellectual disabilities
- Aboriginal and Torres Strait Islander people
- The long-term unemployed or underemployed
- Rural and remote communities

## FAIR TREATMENT

Health Industry Training will not tolerate discrimination, harassment or racial or religious vilification. Health Industry Training will treat fairly all students and potential students.

## PRE-ENROLMENT INFORMATION

Health Industry Training will ensure that all students receive adequate and relevant information prior to enrolment to ensure they are able to make an informed decision about the suitability of the course and their individual learning and career needs. Students will have access to:

- Course outline
- Fees and charges policy
- Refund policy
- Entry requirements relevant to their chosen course
- Appeals and complaints procedures
- Recognition of Prior Learning policies and procedures
- Student code of conduct
- Student handbook

All students will complete a 'Pre-enrolment Review' prior to acceptance into their course.

The Pre-enrolment Review is used to ensure that suitable and appropriate course selections for each prospective student. The Pre-Enrolment Review is designed to:

- Identify any competencies previously acquired - Recognition of Prior Learning (RPL) or Credit Transfer;
- Ascertain the most suitable qualification for the Student to enrol in, based on:
  - the individual's existing educational attainment;
  - the individual's desired job aspirations; and
  - meeting the individual's needs;
- Ascertain that the proposed training strategies and course content are appropriate for the individual

## **STUDENT SELECTION**

Health Industry Training 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.

Potential Students seeking to enrol in a VET unit of study with Health Industry Training, 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.

Health Industry Training will provide reasonable adjustments to the learning and working environment of students as required and will apply the principles of inclusion in all activities to ensure equal opportunity is provided at all times.