

VFH - Fairness, Review, Equal Benefits and Opportunities Policy

Purpose

This policy is a statement of the application of fairness, equal benefits and opportunities to all students eligible and entitled to VET FEE-HELP assistance at RGIT.

Scope

This policy will apply equally to students potential and eligible for a VET FEE-HELP approved place at RGIT Australia. The policy applies to all RGIT staff dealing with students applying for or accessing VET FEE-HELP assistance through RGIT.

Responsibility

The VET FEE-HELP Coordinator is responsible for implementation of these procedures and ensuring that staff and students are made aware of its application.

Fair Treatment

RGIT treats fairly all of its students. This applies to those who are or would be entitled to VET FEE-HELP assistance and seeking to enrol with the College. This requirement is a basic underlying principle of the Higher Education Support Act (HESA) 2003.

These fairness requirements include:

- fair treatment [HESA Schedule 1A cl19-35]
- equal benefits and opportunities [HESA Schedule 1A subdivision 4-D]
- student grievance and review procedures [HESA Schedule 1A cl19]
- requirements to appoint review officers [HESA Schedule 1A cl21-22]
- personal information procedures [HESA Schedule 1A cl23]
- tuition assurance –VET & HE [HESA Schedule 1A cl20].

The application of fair treatment does not require that all students are treated the same. Fairness is considered in the context of all the relevant circumstances. There will be situations in which the fair treatment of students may result in students in varying circumstances being treated differently, particularly with regard to VET FEE-HELP.

Equal Benefits and Opportunities

As required, RGIT has open, fair and transparent procedures that, in the provider's reasonable view, are based on merit for making decisions about students undertaking, and persons

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applying for, courses.

Application of merit

The application of merit in decision-making processes involves RGIT considering each application on a case by case basis and not applying inflexibly, policies that preclude eligible applicants from having their application considered.

No income test

RGIT does not apply an income test when considering which students are eligible for VET FEE-HELP assistance.

Educational disadvantage

When making decisions about the selection of students, RGIT takes educational disadvantages that a particular student has experienced into account. RGIT involves consideration of the actual disadvantages that a particular student has experienced.

RGIT does not use 'proxy indicators' of educational disadvantage in the absence of clear evidence that all students in such a group necessarily suffered educational disadvantage. Such proxy indicators should not be used because they assume that all people who satisfy the proxy condition (e.g. being from a low income group or being from a rural area) have necessarily experienced educational disadvantage. RGIT will consider a particular student's specific circumstances before making a decision about whether the student has actually suffered educational disadvantage.

Restricted access arrangement

When making decisions about the selection of students, RGIT takes into account students that are enrolled under a restricted access arrangement. A restricted access arrangement is an agreement entered into between RGIT and an employer or industry body for the provision of a course(s) or places in a course(s) in which enrolment is limited or restricted to employees of the employer or industry body.

Related References:

Higher Education Support Act 2003 (HESA)

VET Administration Information for Providers

VET Guidelines

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In the case of any inconsistency between the VET Administration Information for Providers and the provisions of HESA or the VET Guidelines, the provisions of HESA and the VET Guidelines latest version with amendments will prevail.

Staff Training

The VET FEE-HELP Coordinator will be responsible for the training of staff in the application of the policy, and implementation and adherence of the policy at local level.

This policy is available on RGIT's website.

Version History

Version	Date released	Description
Version 1	2008	Original
Version 2	December 2012	Overall editing and updating
Version 2.1	August 2013	Review and update
Version 2.2	Sept 2013	Minor formatting

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