Policy Area: VET FEE-HELP enabled course
Subject: Student Policies and procedures
Title of Policy: Fair Treatment and Equal Opportunity
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Approved by: Steve McNab - CEO

Purpose:
SPIE will treat fairly all of its students and persons seeking to enrol with SPIE.

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
It is the policy of SPIE to provide equal opportunity for all persons. SPIE 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, it will foster an environment free of discrimination and harassment, and to assist students to identify and achieve their desired outcomes.

Fair treatment
SPIE will treat fairly all students and potential students.
Student Selection

SPIE 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 SPIE, 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 SPIE 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

SPIE will ensure that prior to enrolment potential students receive adequate information regarding the course, training, assessment, services and Commonwealth assistance provided by SPIE to enable them to make an informed decision about the suitability of the course and SPIE for their individual needs. SPIE 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.

Student selection and admissions process

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

Entry criteria and application procedures are published in SPIE’s marketing material and on SPIE’s website for the information of students and potential students.