

## **Fair Treatment and Equal Opportunity Policy and Procedure - V2.1**

### **1. Overview**

Uniting Institute of Education Ltd (UIE) will treat fairly all of its students and persons seeking to enrol with UIE.

### **2. Access & Equity**

UIE applies access and equity principles through all its policies and procedures to promote full and equal participation of all students in its courses, to foster an environment free of discrimination and harassment, and to assist students to identify and achieve their desired outcomes. For more details refer to UIE's *Access and Equity Policy*.

### **3. Pre-enrolment Information**

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

UIE will provide clear information to each 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 credit transfer.

### **4. Fair treatment -**

As a VET Provider, UIE will treat all students fairly.

### **5. Equal benefits and opportunities**

As a VET Provider, UIE will have open, fair and transparent procedures that are based on merit for making decisions about students.

## **6. Student selection**

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

### **6.1 Assessment against published entry criteria**

The Course Coordinator assesses the application against the published entry requirements. Where the application is not complete or if further information is required to make an assessment of whether the applicant has met the published entry requirements for their chosen course, the applicant will be contacted and given the opportunity to provide further information.

Where applicable, applicants are contacted for an interview.

Applicants who are not successful will be sent a letter clearly outlining the reasons why they have not been offered a place in the course.

## **7. Offer**

Successful applicants will be sent a letter offering them a place in their chosen course and instructions on how to accept the offer including an enrolment form.

## **8. Acceptance**

Applicants accept the offer of a place in the course by signing and returning a copy of the offer letter and enrolment form as directed. Once an offer is accepted and enrolment form received the applicant is enrolled in their chosen course and sent a confirmation of enrolment letter with details about the course and arrangements for student orientation.

## **9. Publication**

This Fair Treatment and Equal Opportunity Policy and Procedure will be made available to students and persons seeking to enrol with UIE through publications on the UIE website ([www.uie.edu.au](http://www.uie.edu.au)).