



South Coast Academy

EQUAL AND FAIR TREATMENT OF STUDENTS SEEKING TO ENROL

In line with the VET Student Loans Act 2016, SCA Hair and Beauty Academy Pty. Ltd, abides by the following fair treatment of students and equal benefits and opportunities for students.

1. Fair treatment of students

SCA Hair and Beauty Academy will treat fairly;

- a. all of its students who are, or would be, entitled to a VET Student Loan under Part 2 Division 2 Sections 9 -12
- b. all persons seeking to enrol with the Academy in a VET unit of study that meets the approved course requirements under Part 2 Division 2 Sections 9 -12 of the Act and who are, or would be, entitled to VET Student Loan assistance under Part 2 Division 2 Sections 9 -12

The application of fair treatment does not require that all students be treated the same. Fairness must be considered in the context of all the relevant circumstances. There are clearly situations in which fair treatment of students will result in students in differing circumstances being treated differently.

2. Equal benefits and opportunities

SCA Hair and Beauty Academy will ensure that it maintains and adheres to open, fair and transparent procedures that are based on merit for making of decisions in relation to;

- a. the selection, from among persons who are, or would be, eligible for VET Student Loan assistance under Part 2 Division 2 Sections 9 -12 of the Act and who seek to enrol with the Academy in a VET unit of study that meets the requirements under Part 2 Division 2 Sections 9 -12 of the Act, of persons to enrol; and
- b. the treatment of students who are, or would be, entitled to VET Student Loan assistance under Part 2 Division 2 Sections 9 -12 of the Act undertaking a VET course of study

As a component of this policy, SCA Hair and Beauty Academy has in place Student Entry and Selection Procedures detailing;

- pre-enrolment information and support
- selection processes into approved course/s
- student entry requirements (VET Student Loan)
- literacy and numeracy testing
- admission processes

Equal and Fair Treatment of Students Seeking to Enrol Policy

Overview

SCA Hair and Beauty Academy is committed to the principles of access and equity. We promote a fair and equitable environment for students, prospective students and other clients with a 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.

SCA Hair and Beauty Academy seeks to create a learning environment where all students are respected and can develop their full potential. All students are given fair and reasonable opportunity to attend and complete training.

SCA Hair and Beauty Academy treats all prospective students equally and fairly. SCA Hair & Beauty Academy has implemented open, fair and transparent procedures that are based on merit for decision making on;

- the selection of individuals who seek to enrol; and
- the treatment of individuals undertaking courses

SCA Hair and Beauty Academy undertakes to identify and, where possible, remove barriers that prevent individuals from accessing and participating in our services.

This policy specifically relates to the entry of SCA Hair and Beauty Academy's courses and general principles of access and equity.

Definitions

Access and equity – services should be available to everyone who is entitled and should be free of any form of discrimination irrespective of a person's gender, country of birth, language, culture, race, religion, sexuality etc.

Services should be developed and delivered on the basis of fair treatment of clients who are eligible to receive them.

Access and Equity principles include;

- equity for all people through the fair and appropriate allocation of resources
- equality of opportunity for all people without discrimination
- access for all people to appropriate quality training and assessment services
- increased opportunity for people to participate in training

Disadvantaged groups - includes groups who traditionally have been under-represented in Vocational Education and Training such as;

- people with a disability
- Aboriginal and Torres Strait Islanders
- Women
- people from non-English speaking backgrounds
- people in rural and remote areas
- long term unemployed
- recent migrants and refugees
- asylum seekers
- other groups that may be considered vulnerable

Prospective students – refers to persons enquiring, expressing interest in or wishing to enrol into SCA Hair and Beauty Academy courses

Students – refers to students who are currently enrolled in an SCA Hair and Beauty Academy course
Clients – refers to non-students which may include; employers, schools, other third parties that have paid for costs of training on the behalf of a student/s

Student Selection

SCA Hair and Beauty Academy is an equal opportunity organisation and does not discriminate against that may be considered vulnerable or as having special needs when recruiting prospective students.

Gender

SCA Hair and Beauty Academy recognises that our courses develop skills and knowledge for vocations that are traditionally female dominated.

SCA Hair and Beauty Academy is required to collect gender information under government reporting requirements.

We do not discriminate on the basis of gender as part of our selection process and encourage all gender including gender X, intersex and transgender students to apply for courses.

Minimum entry requirements

Each course has an entry selection requirement which is listed on our website. Entry selection requirements will vary from course to course and may include;

- minimum age
- pre-requisite unit or qualification
- Language, literacy and numeracy level (in line with the Australian Core Skills Framework levels)
- physical
- health requirements
- current employment status
- employment history

Disability, health and medical condition

If you have a disability, health or medical condition, we encourage you apply for our courses.

Some of our courses have a physical health requirement. If you think that you may not meet the requirements for a specific course that you are interested in, we encourage you to contact us.

We may be able to make reasonable adjustment so that we can accommodate your learning needs.

Reasonable adjustments can include but are not limited to the physical environment, teaching delivery, assessment practices and utilisation of assistance equipment.

Where students are unable, due to physical or mental disabilities, ill health or family emergency, to undertake assessment as outlined in the training plan, alternative assessment tools and times of assessment may be negotiated with the Trainer/Assessor prior to the assessment date.

SCA Hair and Beauty Academy will take all reasonable measures to ensure that their staff is aware of the students' specific learning needs and make reasonable adjustments to training and assessment practices to cater for such needs.

Please note that if you cannot meet the inherent requirements of the course, even with adjustments, then you will not be able to successfully complete the requirements for the course. Where this is the case, SCA Hair and Beauty Academy will advise you as soon as practical and may recommend alternatives. These alternatives may include recommending another course or qualification (which may or may not be provided by SCA Hair and Beauty Academy).

Language, Literacy and Numeracy

Each qualification has a minimum recommend entry level against the following five core skills

- Learning
- Reading
- Writing
- Oral Communication
- Numeracy

All prospective students undertake a language, literacy and numeracy (LLN) evaluation prior to an enrolment being accepted.

Where the results from the LLN evaluation confirm that the learner/prospective student has not achieved the competency required at Exit Level 3 ACSF then VSL funding cannot be offered to the learner until such time as competency is achieved.

In such circumstances the learner will be offered supplementary questions/further LLN testing to address the identified gaps.

Age

All of our courses have a minimum age requirement. This is either 16 or 18 years of age in line with vocational requirements of the qualification being undertaken.

Students who are under 18 years of age at time application must have their application signed by a parent or legal guardian.

We do not have a maximum age requirement and do not discriminate on age (with the exception of meeting minimum age requirements).

Race, culture, religion

Persons of different race, cultures and religion are welcome to apply. We do not discriminate against students based on these factors.

We do not discriminate against persons with indigenous backgrounds. If you are of Aboriginal and / or Torres Strait Islander background, we encourage you to apply.

Cultural or religious requirements

If you have religious or cultural requirements such as required prayer times or attending festivals or celebrations, please make the Academy aware so that we may accommodate your needs. This could include rescheduling your classes or adjusting activities where needed.

Harassment

South Coast Academy staff and students, all have an obligation to ensure a learning environment that is free from harassment.

Students who participate in harassment of staff or other students will be disciplined. Depending on the seriousness of the behaviour a warning may be issued. In serious cases, students participating in harassment may not be able to continue.

Likewise, any staff found to be participating in harassment will also be disciplined as per internal policies.

Illegal behaviour

Illegal behaviour of any kind is not tolerated.

Where potentially unlawful conduct has occurred, South Coast Academy will alert the appropriate authorities. Those people who are involved in the complaint (including the complainant, witnesses etc.) are also under a duty to maintain confidentiality and display a commitment to uphold the integrity of the investigation process. If the complainant chooses to bring a support person with them to any meetings, they too are bound by confidentiality.

Medical or health issues that arise after you commence

If you develop a short term or long term medical or health issue after you commence that may affect your ability to participate in training, please let your trainer know.

We will see if we can accommodate your needs. This may include, but is not limited to:

1. Adjusting your training plan
2. Altering assessment due dates
3. Having a study break

Confidentiality

We respect and acknowledge that matters relating to access and equity may be of a sensitive nature. As such, we apply strict confidentiality to your information and only relevant staff are privy to this information.

Please refer to our Privacy Policy which is located on our website.

Complaints

Please refer to our VSL Student Grievance Procedure published on our website.