FAIR TREATMENT AND EQUAL OPPORTUNITY POLICY

1. POLICY STATEMENT

Empower Institute (EI) will treat fairly all of its students and persons seeking to enrol with EI.

2. PURPOSE

EI 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.

3. PROCEDURE

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

EI will provide clear information to each student, prior to enrolment in relation 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 EI will treat fairly:

a. All students who are, or would be, entitled to Vet Fee-Help assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003 ("the Act"); and
b. All persons seeking to enrol with EI in a VET unit of study that meet the course requirements under subclause 45(1) of Schedule 1A of the Act and who are, or would be, entitled to Vet Fee-Help assistance under clause 43 of Schedule 1A of the Act.
5. **EQUAL BENEFITS AND OPPORTUNITIES**

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

a. The selection, from among individuals who are, or would be, entitled to Vet Fee-Help assistance under subclause 43(1) of Schedule 1A of the Act and who seek to enrol with EI in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act; and

b. The treatment of students who are, or would be, entitled to Vet Fee-Help assistance under clause 43 of Schedule 1A of the Act undertaking a VET course of study.

The above undertakings do not prevent EI taking into account, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced or the fact that the student may be enrolled via a VET restricted access arrangement.

6. **STUDENT SELECTION**

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

Entry criteria and enrolment procedures are published in EI’s marketing material and on EI’s website for the information of students and persons seeking to enrol with EI.

6.1 **Entry Requirements**

Entry requirements for each of EI’s Vet Fee-Help enabled courses are as follows:

**BSB50207 Diploma of Business**
- Basic reading and writing skills
- Age 18+

**BSB51107 Diploma of Management**
- Basic reading and writing skills
- Age 18+

6.2 **Enrolling at Empower Institute**

Individuals who seek to enrol in a course with EI must complete and submit the enrolment form which is available on-line at the EI website; [www.empower.edu.au](http://www.empower.edu.au)

The enrolment should include evidence that the applicant meets the published entry requirements, for their chosen course.
6.3 Assessment against Published Entry Criteria

The Academic Manager assesses the enrolment against the published entry requirements. Where the enrolment 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.

6.4 Offer and Acceptance

The enrolment will be further reviewed and if all the course and identity document requirements are met, the applicant will be offered a place in their chosen qualification. Once EI receives the acceptance of the terms and conditions, the enrolment will be completed in the chosen course and EI will provide the student with their schedule to complete the orientation process, and commence studying. The student will also be advised of the census dates for their chosen course at this time.

7. COMMONWEALTH ASSISTANCE

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

8. PUBLICATION

This Fair Treatment and Equal Benefits and Opportunities Policy and Procedure will be made available to students and persons seeking to enrol with EI through the Student Handbook and publication on the EI website www.empower.edu.au