RCDC Fair Treatment and Equal Benefits and Opportunity Policy

Overview

Raffles College Pty Ltd (Raffles College) supports the concept of equal opportunity and is committed to providing all staff, students and potential students with a working and 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.

Definitions

For the purposes of this document the following applies:

**The Act** refers to the Higher Education Support Act 2003

**Student/s** refers to all persons enrolled in a unit of study who are, or would be entitled to VET FEE HELP assistance under clause 43 of Schedule 1A of the Act; and

**Potential Students** refers to all persons seeking to enrol in a VET unit of study that meets 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.

Fair Treatment

Raffles College will treat fairly all Students and Potential Students.

Student Selection

Raffles College has open, fair and transparent procedures, 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 Raffles College, 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 paragraph does not prevent Raffles College taking into account, in making decisions mentioned above, educational disadvantages that a particular Student or Potential Student has experienced or the fact that the student or Potential Student may be enrolled via a VET restricted access arrangement.

Entry Requirements for VET FEE-HELP Enabled Courses

- Completion of Year 10 or equivalent.
- International students: English level of IELTS 5.5 (Academic Module) or equivalent.

Student Selection Process

Application

Individuals who seek to enrol in a course with Raffles College must complete and submit the Application Form which is available from the website (www.raffles.edu.au). Applications may be submitted as indicated on the Application Form.
The application should include evidence that the applicant meets the published entry requirements for their chosen course.

Assessment against published entry criteria

The Admissions Officer assesses the application to ensure it is complete. The appropriate Program Director 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.

All applicants are recommended to attend an interview with the appropriate Program Director.

Applicants who do not meet the published entry requirements will be sent a letter clearly outlining the reasons why they have not been offered a place in the course. The letter will also advise the unsuccessful applicant about their right to appeal the decision and how to access the appeals process.

Confirmation of enrolment

Applicants who meet the published entry requirements will be sent a Letter of Offer confirming their place in their chosen course. Following acceptance of the offer the applicant is sent information about enrolment explaining all aspects of their course including start date, payment options and details of student induction.

Publication

This Fair Treatment and Equal Benefits and Opportunity Policy and Procedure will be made available to Students and Potential Students through publication on the website www.raffles.edu.au and the Student Handbook.

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