



Fair Treatment and Equal Benefits and Opportunity Policy and Procedures

Updated on 03/05/2019

FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

Purpose

Management Consultancy International Pty Ltd (trading as MCI Institute) 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.

MCI has open, fair, and transparent procedures, based on merit for making decisions about:

- The selection, from among potential students; and
- The treatment of Students.

Definitions

VET means vocational education and training.

Access and equity means policies and approaches aimed at ensuring that VET is responsive to the individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation, and the achievement of suitable outcomes.

Student(s) refers to all persons enrolled with the MCI.

Potential students refer to all persons seeking to enrol with MCI.

Scope

This procedure applies to all MCI students, potential students, staff, contractors, and authorised third parties.

References

- Standards for Registered Training Organisations 2015, Standard 1, Clauses: 1.1, 1.3, 1.7;
- ASQA Fact sheet – Providing quality training and assessment services to students with disabilities;
- MCI's Student Entry Policy.

Responsibilities

The RTO Operations and Administration Manager is responsible for implementation of this policy.

Policy

Potential students seeking to enrol in a training course with MCI, 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 MCI 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 or potential student may be enrolled via a VET restricted access arrangement.

MCI may provide particular benefits, such as a scholarship, to students or potential students, in order for the students to receive equal and fair treatment. This may include but is not limited to financial assistance to cover additional study costs, such as learning materials and resources.

Procedures

Potential students seeking to enrol into a nationally recognised qualification, part qualification, skill set or unit(s) of competency must meet entry requirements specified by MCI in the Student Entry Policy.

Applicants who do not meet the published entry requirements will be advised of the reasons why they have not been offered a place in the course. Applicants have the right to appeal the decision as per the MCI Complaints, Appeals, and Grievances Policy.

MCI provides reasonable adjustments to assist students with a special needs according to the Reasonable Adjustments Policy and provides access to the educational and support services necessary for the individual student to meet the requirements of their chosen course.

This Fair Treatment and Equal Benefits and Opportunity Policy and applicable policies will be made available to students and potential students through publication on the MCI website.

Records

Please refer to applicable policy for details.

Key Links

Forms and / or documents required for this procedure:

- MCI's Student Entry Policy;

- MCI's Reasonable Adjustment Policy; and
- MCI's Complaints, Grievances, and Appeals Procedure.

Document Revision History and Version Control

Approved by: Kim Middlemiss, RTO Operations Manager.

Effective date: 3 May 2019