



SPECTRUM TRAINING

(RTO: 2441)

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1.0	01/06/2015
2.0	01/07/2016
Signature:	
Paul Rasmussen – National Training Manager	

1. Fair treatment and Equal benefits and opportunities policy and procedure

2. Overview

Spectrum Training, will treat fairly all of its students and persons seeking to enroll in a course of study with Spectrum.

3. Access and Equity

Spectrum 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.

4. Pre-enrolment information

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

Spectrum 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.

5. Fair Treatment

As a VET Provider Spectrum will treat fairly all students who apply to or enter into a course of study with the organisation.

6. Equal benefits and opportunities

As a VET Provider Spectrum will have open, fair and transparent procedures that are based on merit for making decisions about the enrolment of any student in any course of study offered by the organisation.

7. Student Selection

Students are accepted into a course of study at the discretion of Spectrum.

Decisions regarding access to training subsidies and funding will be entirely based on the published eligibility criteria provided by the parties administering the subsidy or funding programs.

Spectrum will ensure that throughout the process of enrollment, applicants are treated fairly, courteously and expeditiously.

Entry criteria and application procedures are published in Spectrum's marketing material and on the Spectrum Training website for the information of students and persons seeking to enrol with Spectrum.

8. Entry Requirements

To determine whether or not a student is eligible for entry into any course provided by Spectrum, Spectrum follows the entry requirements listed for particular qualifications on www.Training.gov.au.

9. Application for enrolment

Individuals who seek to enrol in a course with Spectrum must complete and submit the Application for Enrolment Form which is available upon enquiry. Applications must 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.

10. Assessment against published materials

All applications are assessed 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.

In some cases part of the application and enrolment process may include activities such as the completion of an Information session or conversation which assesses a student's literacy and numeracy and general suitability for study through Spectrum.

Students are formally enrolled based on sufficient literacy levels required to complete their chosen study path.

Applicants who do not meet the published entry requirements will be notified of the reasons why they have not been offered a place in the course. Unsuccessful applicants have the right to appeal the decision and how to access the appeals process.

11. Offer and acceptance

Applicants who are accepted into a course of study with Spectrum will be informed in writing of such acceptance and will be informed of their schedule of study for the course they have been accepted into.

12. Commonwealth and State Assistance

The opportunities of both Commonwealth and State Assistance in relation to a student's chosen course of study will be made equally available to all eligible students upon their enrolment.

13. Policy Approval Authority

Manager (Registered Training Organisation)

14. Controlling Authority

Manager (Registered Training Organisation)

15. Delegate

Coordinator (Registered Training Authority)

16. Policy Enforcement

The consequences of not following this policy are detrimental to the business objectives of the Spectrum Organisation Association Incorporated. Non-compliance with this policy and its associated processes may lead to disciplinary action and/or termination of employment.

17. Review and Evaluation

This policy will be reviewed on an 'as required' basis.