

## VSL3: Fair Treatment and Equal Benefits and Opportunity policy and procedure

### Purpose

Casey College of Beauty Therapy 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/Rules:** refers to the *VET STUDENT LOANS Rules 2016 and VET Student Loans Act 2016*

**Student/s** all persons enrolled in a unit of study who are, or would be entitled to VET Student Loans and is a genuine student in line with the VET Student Loans Rules 2016 and VET Student Loans Act 2016

### 1. Fair Treatment

Casey College of Beauty Therapy will treat fairly all Students and Potential Students.

### 2. Student Selection Methodology

Casey College of Beauty Therapy 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 Casey College of Beauty Therapy, regardless of their background, circumstances or eligibility for VET Student Loans (VETSL) will be assessed for entry to study through the same published entry requirements and through the same process.

### 3. Entry criteria and selection methodology for VET Student Loans (VETSL) into Diploma courses

Program	Pre Enrolment Information
SHB50121 Diploma of Beauty Therapy	<p><b>There are entry requirements for this qualification which include:</b></p> <p>Casey College of Beauty Therapy provides clear information to each student prior to enrolment in regards to:</p> <ul style="list-style-type: none"> <li>• recruitment and application procedure requirements</li> <li>• student eligibility, enrolment and orientation procedures</li> <li>• course information</li> <li>• qualification outcomes and pathways</li> <li>• VET Student Loans (VETSL) (where applicable)</li> <li>• Flexible delivery learning and assessment options</li> <li>• provision for LL &amp; N support</li> <li>• student support services</li> <li>• welfare and guidance services</li> <li>• fees and charges, including refunds</li> <li>• RPL and credit transfers</li> <li>• Grievance and appeals procedures</li> <li>• Code of Conduct</li> </ul>

## VSL3: Fair Treatment and Equal Benefits and Opportunity policy and procedure

	<p><b>Entry and selection requirements</b></p> <ul style="list-style-type: none"> <li>Casey College of Beauty Therapy will allow students who meet the entry requirements to enrol into the course for which they have applied.</li> <li>Casey College of Beauty Therapy will ensure that throughout the process of recruitment, selection and admission, applicants are treated fairly, courteously and promptly. The selection criteria and prerequisites where applicable for all qualifications may be found in the Casey College of Beauty Therapy course outlines and on the website: <a href="http://www.caseycollegeofbeauty.vic.edu.au">http://www.caseycollegeofbeauty.vic.edu.au</a>. The selection process is in accordance with our Access and Equity Policy and Procedure available on our website.</li> </ul>
--	--

Please refer to the Recruitment and Application Policy and Procedure as well as the Enrolment and Admission Policy and Procedure for further information.

The above paragraph does not prevent Casey College of Beauty Therapy 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.

### 4. 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.caseycollegeofbeauty.vic.edu.au](http://www.caseycollegeofbeauty.vic.edu.au)).

### Publishing details

<b>Document No:</b>	VSL3
<b>Document:</b>	VSL3 - Fair Treatment and Equal Benefits and Opportunity Policy V1.1/01/2018, V2 03/01/2020, V3 11/01/2021, V4 1/2/2023
<b>Quality Area:</b>	Student Management
<b>Responsibility:</b>	CEO
<b>Author:</b>	Casey College of Beauty Therapy Pty Ltd
<b>Status:</b>	Approved
<b>Version:</b>	V4.0
<b>Approved By:</b>	CCBT Management
<b>Approval Date:</b>	1/01/2018
<b>Review Date:</b>	1 year from approval
<b>Relevance:</b>	All staff of Casey College of Beauty Therapy Pty Ltd and prospective and current clients and students.
<b>Circulation:</b>	To be provided on the CCBT J Drive and in the Manuals in CCBT Management office and the college website