



Fair Treatment and Equal Benefits and Opportunity Policy and Procedures



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

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.

The Act refers to the Higher Education Support Act 2003

Student/s refers to all persons enrolled, including 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.

Potential Students refers to all persons seeking to enrol with MCI, including 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.

Scope

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

References

Standards for Registered Training Organisations 2015, Standard 1, Clauses: 1.1, 1.3, 1.7
Higher Education Support Act 2003, Schedule 1A, Subdivision 4-D
Higher Education Support (VET) Guideline 2015, Clause 41
ASQA Fact sheet—Providing quality training and assessment services to students with disabilities
MCI's Student Entry Procedure



Responsibilities

The Chief Operating Officer is responsible for implementation of this policy. Please refer to applicable procedures for details on responsibilities for implementation of the procedures.

Policy

1. Potential Students seeking to enrol in a VET unit of study 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.
2. 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
3. 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 a financial assistance to cover additional study costs, such as learning materials and resources

Procedures

1. Potential Students seeking to enrol into a nationally recognised qualification must meet entry requirements specified by MCI in Student Entry Procedure.
2. 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 MCI Complaints, Appeals & Grievances Procedure.
3. MCI provides reasonable adjustments to assist students with a special needs according to the Reasonable Adjustments Procedure and provides access to the educational and support services necessary for the individual student to meet the requirements of their chosen course.
4. This Fair Treatment and Equal Benefits and Opportunity Policy and applicable procedures will be made available to Students and Potential Students through publication on the MCI website.

Records

- Please refer to applicable procedure for details

Key links

Forms and/or documents required for this procedure:

- MCI's Student Entry Procedure
- MCI's Reasonable Adjustment Procedure
- MCI's Complaints, Grievances and Appeals Procedure

Document revision history and version control

Version	Summary of changes	Author	Approved by	Effective date
2.2	List of records and link to form added	Quality and Compliance Manager	Chief Operating Officer	09/06/2016
2.3	Review and amendments following feedback from CI workshop Added reference document: ASQA Fact sheet—Providing quality training and assessment services to students with disabilities	Quality and Compliance Manager	QMT	23/08/2016