



POLICIES AND PROCEDURES MANUAL
Section 23
VET FEE-HELP
FAIRNESS AND EQUAL BENEFITS AND OPPORTUNITIES

Contents

1. Policy Statement	3
2. Purpose	3
3. Scope	3
4. Procedure.....	3
4.1 Equal Benefits and Opportunities	3
4.2 Student selection	3
4.3 Eligibility Criteria	4
4.4 Educational disadvantage.....	4
4.5 Restricted access arrangement	4
4.6 Complaints.....	4
5. Publication.....	4
6. Related Documents.....	4
7. Issue History	4

1. POLICY STATEMENT

Lennox Institute's management, staff and contractors are committed to treat fairly and equally all persons seeking to enrol in an approved VET FEE-HELP course of study.

2. PURPOSE

This policy is to ensure the application of fairness, equal benefits and opportunities to all students eligible and entitled to VET FEE-HELP assistance at Lennox Institute.

3. SCOPE

This policy will apply equally to students potential and eligible for a VET FEE-HELP approved place at Lennox Institute. The policy applies to all Lennox Institute staff dealing with students applying for or accessing VET FEE-HELP assistance.

4. PROCEDURE

Lennox Institute will have open, fair and transparent procedures that, in the provider's reasonable view, are based on merit for making decisions about students undertaking, and persons applying for places in a VET course of study.

Fairness must be considered in the context of all the relevant circumstances. There will be situations in which the fair treatment of students may result in students in varying circumstances being treated differently, particularly with regard to VET FEE-HELP.

5. EQUAL BENEFITS AND OPPORTUNITIES

Lennox Institute will consider each application for VET FEE-HELP in an open, fair and transparent manner. The application of merit in decision-making processes involves Lennox Institute considering each application on a case by case basis and not applying inflexible policies that preclude eligible applicants from having their application considered.

Lennox Institute will not apply an income test when making decisions about which students are eligible for VET FEE HELP assistance.

4.1 STUDENT SELECTION

Potential and existing students seeking to enrol in a VET course of study 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. In making decisions about student selection, Lennox Institute shall consider each application on a case by case basis and not apply inflexible policies that preclude eligible applicants from having their application considered.

Entry criteria and application procedures are published in Lennox Institute's marketing material and on the Lennox Institute's website www.lennoxinstitute.org for the information of students and persons seeking to enrol with Lennox Institute.

All students enrolling in a VET course of study must have the minimum achievement of RoSA (Record of School Achievement - 12) or completion of the Higher School Certificate (Year 12) or equivalent.

When making decisions about the selection of students, Lennox Institute will take educational disadvantages that a particular student has experienced into account. This will involve consideration of the actual disadvantages that a particular student has experienced.

4.2 ELIGIBILITY CRITERIA

To be eligible for VET FEE-HELP an individual is required to meet the following requirements:

- an Australian citizen or permanent humanitarian visa holder (resident in Australia for the duration of the unit); AND
- not exceeded the FEE-HELP limit (see below)
- a full fee-paying / fee for service student studying a diploma course OR
- a student subsidised by the New South Wales or Queensland government studying a diploma course.

4.3 EDUCATIONAL DISADVANTAGE

When making decisions about the selection of potential students and the treatment of students, Lennox Institute is not prevented from taking into account educational disadvantages that an individual student has experienced.

Lennox Institute will not use 'proxy indicators' of educational disadvantage (eg. being from a low income group or being from a rural area) in the absence of clear evidence that all students in such a group necessarily suffered educational disadvantage. Lennox Institute will consider a particular student's specific circumstances before making a decision about whether the student has actually suffered educational disadvantage.

4.4 RESTRICTED ACCESS ARRANGEMENT

Lennox Institute is able to take into account the fact that the student may be enrolled via a VET restricted access arrangement. A restricted access arrangement is an agreement entered into between a provider and an employer or industry body for the provision of a course(s) or places in a course(s) in which enrolment is limited or restricted to employees of the employer or industry body.

4.5 COMPLAINTS

Should a student identify a need to raise a complaint in relation to an issue of perceived unfair treatment, harassment, bullying or discrimination, refer to the Grievance Policy and Procedure.

6. PUBLICATION

This Fairness and Equal Benefits and Opportunities Policy and Procedure will be made publically available on the Lennox Institute website www.lennoxinstitute.org.

7. RELATED DOCUMENTS

- Higher Education Support Act 2003 (HESA)
- VET Guidelines 2013
- VET Provider Guidelines
- Section 19 Grievance Policy and Procedure

8. ISSUE HISTORY

Version Date	Revision Details
25/07/2014	Release of new policy
07/04/2015	Update versioning and section number