

TECH SKILLS AUSTRALIA VET FAIR TREATMENT AND EQUAL BENEFITS OPPORTUNITIES

Tech Skills Australia is committed to providing equal opportunity and 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. All applications and enrolments into VET course shall be assessed with transparency.

Equal Benefits and Opportunity

TSA has transparent procedures to select students into our course including selection of Potential Students and the treatment of Students.

Prospective Students seeking to enrol in a VET unit of study with TSA, 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.

Entry and Selection Requirements

TSA shall ensure that throughout the process of selection and admission, applicants are treated fairly, courteously and promptly.

TSA selection process does not prevent TSA from taking into account:

- Any educational disadvantages that a student or potential student has experienced provided the student meets the entry procedure requirements;
- That the student or potential student may be enrolled in a VET unit of study in accordance with an arrangement between TSA and an employer or industry body;
- That limits or restricts enrolments in some places in a course

Information Provided Prior to Enrolment

Tech Skills Australia provides clear information to each student prior to enrolment including:

- entry requirements
- course information
- VET Student Loans (where applicable)
- Flexible delivery learning and assessment options
- provision for LLN support assistance
- student support services
- fees and charges, including refunds
- RPL and credit transfers
- Grievance and appeals procedures
- Student manual

The following steps are applied to all students or potential students.

Step 1: Making Applications

Potential students must complete and submit the Enrolment Form available upon request. The application should include evidence that the applicant meets the published entry requirements for their chosen course.

Step 2: Offer and Acceptance

TSA shall assess the application against as per the “Tech Skills Australia VET Loan Entry Procedure” published on TSA’s website

Applicants who do not meet the entry requirements will be sent a letter clearly outlining the reasons why they have not been offered a place in the course. The letter will also advise the unsuccessful applicant about their right to appeal the decision.

Applicants who meet the published entry requirements will be advised in writing of their offer of a place in their chosen course and details about the course including commencement date, payment options, the venue and any other relevant information.

Cancellations of enrolment a student's enrolment may occur if statements made by the student in their admission application proven not to be genuine.

Step 3: Recognition of Prior Learning and Credit Transfer (if applicable)

All students have the opportunity to apply for Recognition of Prior Learning (RPL) and Credit Transfer. The recognition process allows learners to apply for credit for previous study, work, life and educational experience that match the learning outcomes of specific units within their course/qualification. The procedures is available in “TSA Student Manual”.

Step 4: Policy Management and Approval

This policy is managed by TSA CEO and directors. The copy is maintained within TSA documentation system. Collective effort is required from TSA management team when making a major decision on certain cases or major amendment on the policy.