



## ROYAL VICTORIAN AERO CLUB

# FAIR TREATMENT & EQUAL BENEFITS & OPPORTUNITY POLICY

## Policy & Procedure

### Overview

Royal Victorian Aero Club 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** refers to the *Higher Education Support Act 2003*

**Student/s** refers to all persons enrolled in a unit of study who are, or would be entitled to FEE-HELP assistance under clause 43 of Schedule 1A of the Act; and

**Potential Students** refers to all 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 FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

### Fair Treatment

Royal Victorian Aero Club will treat fairly all Students and Potential Students.

### Student Selection

Royal Victorian Aero Club 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 Royal Victorian Aero Club, 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.

Minimum Entry requirements will include Class 1 Aviation Medical, Aviation Security Identity Card and Aviation English Language.

The above paragraph does not prevent Royal Victorian Aero Club 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.

### 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.rvac.com.au](http://www.rvac.com.au) and Student Handbook.

## Version Control

Version	Summary of Changes	Author	Approved by	Effective date
1.0.0	Initial Approval	Joseph Ferlazzo (CFI)	J.S. Rushton (CEO)	12/07/2011
1.0.1	Reformatted	J. Kittle (RTO C & SA)	J.S. Rushton (CEO)	30/07/2011