

EQUAL OPPORTUNITY POLICY

Overview

Forsythes Training Pty Limited (Forsythes Training) 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; and

Potential Students refers to all persons seeking to enrol in a unit that meets the course requirements under subclause 45(1) of Schedule 1A of the Act.

1.0 Fair Treatment

1.1 Forsythes Training will treat fairly all Students and Potential Students.

2.0 Student Selection

2.1 Forsythes Training 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.

2.2 Potential Students seeking to enrol in a VET unit with Forsythes Training, 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.

2.3 The above undertakings do not prevent Forsythes Training 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.

2.4 Entry requirements for Diploma courses

BSB50820 Diploma of Project Management

For entry into this course applicants must:

- be 18 years of age or over
- have two years minimum relevant work experience supported by documented evidence of previous employment/ job description
- achieve 75% or above in LLN assessment
- have access to the internet and a computer.

BSB51319 Diploma of Work Health & Safety

For entry into this course applicants must:

- be 18 years of age or over
- have two years minimum relevant work experience supported by documented evidence of previous employment/ job description
- achieve 75% or above in LLN assessment
- have access to the internet and a computer
- have successfully completed the following units of competency:
 - BSBWHS412 Assist with compliance with WHS laws
 - BSBWHS413 Contribute to implementing and maintaining WHS consultation and participation processes
 - BSBWHS414 Contribute to WHS risk management
 - BSBWHS415 Contribute to implementing WHS management systems
 - BSBWHS416 Contribute to workplace incident response.

2.5 Application and Enrolment

Applications can be made by completing the *Application Form* available from www.forsythestraining.com.au and sending it to training@forsythestraining.com

The Manager assesses the application against the published entry requirements. Where the application is not complete or if further information is required to make an assessment of whether the applicant has met the published entry requirements, the applicant will be contacted and given the opportunity to provide further information.

Applicants who do not meet the published entry requirements will be notified in writing of the reasons for non-acceptance. Unsuccessful applicants will be advised of their right to appeal the decision and how to access the appeals process.

Applicants who meet the published entry requirements will be sent an enrolment confirmation confirming their place in their chosen course. Following acceptance of the offer the applicant is sent information about enrolment explaining all aspects of their course including start date, payment options and details of student orientation.

3.0 Publication

- 3.1 This *Fair Treatment and Equal Benefits and Opportunity Policy* will be made available to Students and Potential Students through publication on the website:
<http://www.forsythestraining.com.au/studentresources.aspx>.