

FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

Overview

Job Training Institute Pty Ltd (JTI) 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.

1.0 Fair Treatment

1.1 JTI will treat fairly all Students and Potential Students.

2.0 Student Selection

2.1 JTI 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 of study with JTI, 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 JTI 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 JTI courses.

All students MUST be academically suited for the courses:

To be assessed as academically suited for a VET Student Loan, you must provide either:

A copy of your Australian Senior Secondary Certificate of Education (year 12 Certificate), or Evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English).

If you do not have an Australian year 12 Certificate or have not successfully completed an AQF Certificate IV or higher qualification, you will be able to complete an approved Language, Literacy and Numeracy (LLN) test and be assessed as competent at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy.

CHC50113 - Diploma of Early Childhood Education and Care

The requirements for entry into this course are:

- Successful completion of Language, Literacy and Numeracy assessment
- Working with Children Check (VIC students)

A completed self-declaration form (Government Funding students only). This form will be provided by our staff upon enrolment.

A working with children check and a police check have to be obtained before work placement can be undertaken.

It is preferred that, applicants under 25 have completed Year 10. Applicants over 25 without Year

10 should have relevant work/life experience.

HLT54115 - Diploma of Nursing (Enrolled-Division 2 nursing)

The entry criteria for this course is one of the following:

- Successful completion of Certificate III in Aged Care; or
- Successful completion of secondary schooling (Year 12); or
- Mature age entry – at least 21 years old with suitable work experience, experience as a parent or independent learning.

In addition applicants must pass the Vetassess test and undertake an admission interview (after passing the Vetassess test).

2.5 Application and Enrolment Process

Applications can be made by completing an enrolment application form. Applicants can obtain the form from JTI's website: www.jti.edu.au/courses/

The relevant Course 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 a Letter of Offer 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: www.jti.edu.au.