



Fair Treatment and Equal Benefits and Opportunity Policy

Overview

MVJ Enterprises Pty Ltd t/a Perth College of Beauty Therapy, YES College 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 *VET Student Loans Act 2016*

Student/s refers to all persons enrolled in a unit of study who are, or would be entitled to VET STUDENT LOANS assistance; and

Potential Students refers to all persons seeking to enrol in a VET unit of study that meets the course requirements and who are, or would be, entitled to VET STUDENT LOANS assistance.

Fair Treatment

Perth College of Beauty Therapy will treat fairly all Students and Potential Students.

Student Selection

Perth College of Beauty Therapy 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 Perth College of Beauty Therapy, 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.

The above paragraph does not prevent Perth College of Beauty Therapy from taking into account that a student may be enrolled in an approved course in accordance with an arrangement that:

- was entered into between the provider and an employer or industry body and
- limits or restricts enrolments in some or all of the places in the course

Entry criteria for diploma courses with Perth College of Beauty Therapy are as follows:

- Minimum 17 years of age,

And

- All learners are required to provide a copy of a **senior secondary certificate of education** which has been awarded to the learner by an agency or authority for the student's completion of year 12

Or

- Evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher (where the language of instruction is English)

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Responsibility: Chief Executive Officer

RTO Code: 0249, CRICOS Provider Code: 03282E

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Or

- The learner is assessed as displaying competence at or above **exit level 3** in the Australian Core Skills Framework (ACSF) in both reading and numeracy;

And

- The VET provider (PCBT) reasonably believes that the learner displays that competence.

Application Process

Potential Students make contact with Perth College of Beauty Therapy via the contact page of the website, by telephone or email. An appointment is made with Marketing and Admissions staff for a meeting at the College. If the applicant is under 18 a parent or guardian will also attend. At this meeting the student is advised on available courses, schedules and costs. If the applicant meets the published entry requirements, an enrolment form is completed and the student will be advised of course commencement and induction details.

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.perthcollege.com.au and in the student handbook issued in hard copy to all enrolling students.