Fair Treatment and Equal Benefit

Policy Number: POL-D.020

Responsible Officer: Johan Pienaar (Director/CEO)

Date of Approval: July 2014

Scheduled review: Biennially

Review Expiry Date: 31 July 2028

Cross References: *2025 Standards for Registered Training Organisations; VET Student Loans Act 2016; VET Student Loans Rules 2016; Education Services for Overseas Students Act 2000 (ESOS); National Code of Practice for Providers of Education and Training to Overseas Students 2018.*

Flight Training Adelaide (FTA) strives to meet the needs of individuals through fair treatment and equal benefits and opportunities for staff and students. Operational areas include enrolment, participation, curriculum development, training delivery and assessment, student support services, as well as the elimination of harassment and victimisation. This policy is based on providing and maintaining training services that reflect fair and reasonable opportunity and consideration for all students and staff, regardless of race, colour, religion, socio-economic status, disability, gender or sexual orientation.

Student selection

To ensure that the student recruitment and admission process is bias-free and non-discriminatory, FTA:

- Provides applicants with adequate information and support to enable them to select the most suitable program for their needs.
- Assesses and processes all applications and enrolments into a VET course of study at FTA equitably and with transparency.
- Treats applicants with fairness and courtesy and will keep applicants informed of their application and enrolment.
- Bases admission on courses and programs solely on availability of places and the applicant satisfying course entry and regulatory requirements.

To ensure that the learning environment is free from harassment, discrimination and victimisation, FTA specifies standards of behaviour expected from students and staff in its Student Handbook and Business Administration Manual and has policies in place for preventing harassment and discrimination.

FTA provides an assessment process that is fair, valid, reliable and consistent through:

- Recognition of previously acquired skills and knowledge.
- Adequate information on course and subject assessment prior to enrolment in the course.
- Giving students the right to appeal an assessment or recognition decision.
- Giving all students an equal opportunity to demonstrate competence.

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FTA is committed to providing a fair environment for all students, with due consideration to the context of the circumstances applicable to that individual. FTA will consider each application on a case by case basis and will not apply inflexibility policies that prevent suitable applicants from having their application to enrol in the VET unit of study being considered.

It must be noted that all students must meet all legislative and regulatory requirements such as, but not limited to, a CASA Class 1 or 2 medical certificate, ability to obtain an Aviation Security Identity Card (ASIC) card, the required level of reading and numeracy skills to be eligible for a VET Student Loan, and any other such legislative requirements, regardless of any disadvantages.

FTA is committed to providing support services and equal access for students and will always respect a student's right to privacy and confidentiality in relation to their disability and be sensitive to the needs of students with a disability.

Selection Process

Entry requirements

Students must meet certain criteria to enrol in a VET course of study, as shown below:

Airline students

For full fee paying cadets training towards a program in association with an airline, selection of the cadets is jointly conducted by FTA and the associated airline. Airlines have different selection processes and admission criteria, however in general selection is based on a two or three tier selection program as detailed below:

Tier 1 selection module assesses the cadet's academic results achieved as part of their tertiary education with particular focus on maths and physics.

Tier 2 selection module shall determine a number of aviation related competencies such as hand to eye coordination, spatial awareness, memory retention and level of mathematical knowledge. These tests are computer based.

Results from the tier two tests are summarised in a report showing recommendations to the associated airlines as to which cadet should be considered for training.

The use of the tiers provides the most robust predictive outcome to ensure success on the flight training course.

Self-funded private student

Tier 2 of the above selection process applies. Refer to ADM-D.003 Student Handbook for student entry procedures.

Helicopter airline students

For helicopter cadets associated with helicopter operators, Tier 1 and 2 of the above selection process applies.

Employees

To ensure that the work environment is free from harassment, discrimination and victimisation, FTA specifies standards of behaviour expected from students and staff in the Business Administration Manual and has policies in place for preventing harassment and discrimination.

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To ensure we meet our obligations to all our employees we consider the following aspects of the employee lifecycle by:

- Managers who are committed to the principles and legislation relating to equal opportunity.
- Handling allegations of misconduct and workplace investigations promptly and sensitively as possible.
- Offering ongoing support and guidance is provided to all employees in relation to equal employment opportunity principles and practice.
- Meeting health and safety duty of due diligence.
- Reviewing employment contracts and workplace policies and procedures.
- Managing poor work performance or behaviour.

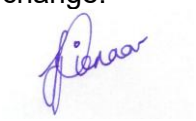
It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

Document Control

Version no.	Issue date	Amendment description
1.0	14-Apr-14	Initial issue
1.1	14-May-14	Amendment
1.2	06-Jul-14	Amendment
1.3	15-Mar-15	Amendment
1.4	01-Dec-15	Amendment
1.5	02-Apr-17	Amendment
1.6	02-Apr-19	Amendment
1.7	23-Jul-20	Adding document control history
1.8	30-Jul-21	Reference to relevant legislation
1.9	31-Jul-22	References to flight grading removed. Minor wording changes.
2.0	31-Jul-23	Reviewed – no changes made
2.1	31-Jul-24	Review date extended to 2 years.
2.2	31-Jul-26	Reference to relevant legislation.

Review

The policy will be reviewed at least every 2 years, or more often due to legislation or circumstantial change.



Johan Pienaar
(Chief Executive Officer/Director)

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