

Fairness and Equity Policy

1. Purpose

Mint Training Pty Ltd t/a Mint International College seeks to be an organisation that reflects the rich diversity and supports the social values of the community in which we exist. We are committed to providing a stimulating environment free of discrimination and harassment in which staff and students have equal opportunity of access, participation and advancement in employment and education.

We aim to maximise the opportunity for each individual to learn and grow in accordance with their abilities and effort. Our decision making seeks to be fair, equitable, transparent, and open to critique and review.

2. Scope

Information about our *Fairness and Equity Policy* is published on the Mint International College website (www.mint.edu.au) in accordance with the timelines and manner required by applicable state and federal legislation. All students have access to the Fairness and Equity Policy. Students are encouraged to contact Mint International College should they wish to obtain further information or seek clarification about this *Fairness and Equity Policy*. Staff is made aware of this *Fairness and Equity Policy* during their induction, ongoing operational procedures and periodic refresher training.

3. Policy

In our dealings with all people (including Staff, Students, Clients and the Community) Mint International College applies the following fundamental Fairness and Equity principles. These principles are used as both objective and subjective measures for assessing how we have either made a decision or dealt with a situation.

(a) Merit-based decision making

While Mint International College has internal procedures to provide administrative guidance to decision making, each decision we make takes into account the individual situation and associated issues known or provided to us at the time. By adopting a case-by-case approach, we aim to assess the relative merits of each situation to ensure that an equitable and fair outcome is consistently and transparently achieved.

(b) Inclusivity and Human Rights

Mint International College is an organisation that reflects and represents the community in which we exist. Just as our community is made up of individuals of different gender, age, abilities, language, ethnicity, cultural background, sexual orientation, religious belief and family responsibilities, Mint International College aims to remove any barriers that would prevent our organisation from reflecting a similar cross-section.

While respecting an individual's privacy, all decisions we make and actions we take will support and encourage both an inclusive and diverse workforce and student body. Mint International College believes that the same basic human rights apply to all people.

(c) Recognition of disadvantage

In dealing with staff and students, Mint International College recognises that some groups face particular disadvantages that may reduce their access to, or participation in, employment or study opportunities.

Mint International College will not make assumptions about whether an individual has faced, or will face, a disadvantage. We will assess each individual or situation on a case-by-case basis to consider the particular circumstances before making a decision about whether any disadvantage exists and how it should be addressed. Where Mint International College believes an individual has faced, or will face, a disadvantage, we will make all reasonable adjustments to remove or compensate for the disadvantage in the decisions we make and actions we take regarding the individual.

Selection and Student Intake

In applying our Fairness and Equity principles to all individuals applying to undertake a course or unit of competency provided by Mint International College we will assess applications and make selections and decisions in the following manners:

- a) A suitably qualified staff member of Mint International College will assess each application separately, considering each application on a case-by-case basis.
- b) Each application will be assessed on merit, seeking to ascertain the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course or unit of competency, based on the applicant's qualifications, skills and proficiencies.
- c) Each application will be assessed to determine if it seems likely that the applicant has faced, or is likely to face, educational disadvantage/s because of their specific circumstances. Where it is believed that disadvantage/s may exist, the Mint International assessor will consider any reasonable adjustment to remove or compensate for the disadvantage/s when assessing the application.
- d) The assessor will seek to obtain additional information or clarify any part of the application to ensure all aspects of the applicant's specific circumstances (necessary to make an equitable and fair decision) have been obtained.
- e) In making a decision about any student undertaking, or an individual applying to undertake a course or unit of competency, Mint International College will not apply an income test or similar financial assessment. Should an applicant be dissatisfied with the outcome of their application assessment, they may submit a request for the decision to be reviewed, in accordance with our *Grievance Policy*.

Curriculum & Assessment

Mint International College recognises the importance of Fairness and Equity during the development and delivery of the curriculum and within the assessment process. All courses or units of competencies are planned, designed, developed and presented in accordance with our Fairness and Equity principles. In particular, care is taken with written material to ensure ease of understanding by all students. Where it has been recognised that a student has faced or is likely to face an educational disadvantage for a course or unit of competency, Mint International College will ensure reasonable adjustments are made to enable the student to fully participate to the best of their ability.

4. Responsibility

The General Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

The CEO has overall responsibility for the implementation and review of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: contact@minttraining.edu.au

5. Further Information

Further information or clarification regarding this policy can be obtained by contacting the Mint International College's General Manager.

Other Legislative References

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Human Rights and Equal Opportunity Commission Act 1986
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005
- Commonwealth Racial Hatred Act 1995
- Commonwealth Equal Opportunity for Women in the Workplace Act 1999
- Commonwealth Age Discrimination Act 2004
- Equal Opportunity Act 1995
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities Act 2006

Relevant Standards

SRTO 2015: 1.3 (b)(c)

The National Code 2018: Part A (1)

- Student Handbook
- Student Orientation Book
- Complaints & Appeals Policy