

FAIRNESS AND EQUITY POLICY

POLICY INTENT AND APPLICABILITY

MINT TRAINING PTY LTD 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.

PUBLISHING, DISTRIBUTION AND PROMOTION

Information about our *Fairness and Equity Policy* is published on the MINT TRAINING PTY LTD website (www.mintgroup.com.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 TRAINING PTY LTD 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.

FAIRNESS AND EQUITY PRINCIPLES

In our dealings with all people (including Staff, Students, Clients and the Community) MINT TRAINING PTY LTD 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 TRAINING PTY LTD 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 TRAINING PTY LTD 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 TRAINING PTY LTD 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 TRAINING PTY LTD believes that the same basic human rights apply to all people.

(c) Recognition of disadvantage

In dealing with staff and students, MINT TRAINING PTY LTD recognises that some groups face particular disadvantages that may reduce their access to, or participation in, employment or study opportunities. MINT TRAINING PTY LTD 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 TRAINING PTY LTD 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 TRAINING PTY LTD we will assess applications and make selections and decisions in the following manners:

- a) A suitably qualified staff member of MINT TRAINING PTY LTD 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 TRAINING PTY LTD 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 TRAINING PTY LTD 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 AND ASSESSMENT

MINT TRAINING PTY LTD 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 TRAINING PTY LTD will ensure reasonable adjustments are made to enable the Student to fully participate to the best of their ability.

FURTHER INFORMATION

Further information or clarification regarding this policy can be obtained by contacting the MINT TRAINING PTY LTD's Administration Manager.