



Canterbury Technical Institute

CRICOS 02938M / RTO No. 31645 ABN 61 128 149 32
Level 8, 333 Adelaide Street, Brisbane 4000
Phone: 07 3123 4055 Fax: 07 3221 225
Website: www.cti.qld.edu.au

Fair Treatment and Equal Benefits and Opportunity Policy

Canterbury Technical Institute Pty Ltd. Trading as: Canterbury Technical Institute
ABN: 61 128 149 324, ACN: 128 149 324

1. Canterbury Technical Institute Pty Ltd will treat fairly all of its students and all prospective students seeking to enrol with CANTERBURY TECHNICAL INSTITUTE PTY LTD.

Access & Equity

2. CANTERBURY TECHNICAL INSTITUTE PTY LTD applies access and equity principles through all its policies and procedures to promote full and equal participation of all students in its courses, to foster an environment free of discrimination and harassment, and to assist students to identify and achieve their desired outcomes.

Pre-enrolment information

3. CANTERBURY TECHNICAL INSTITUTE PTY LTD will ensure that prior to enrolment prospective students receive adequate information regarding the course, training, assessment, services and Commonwealth assistance provided by CANTERBURY TECHNICAL INSTITUTE PTY LTD to enable them to make an informed decision about the suitability of the course and CANTERBURY TECHNICAL INSTITUTE PTY LTD for their individual needs.

CANTERBURY TECHNICAL INSTITUTE PTY LTD will provide clear information to each student, prior to enrolment in regards to:

- • student selection, enrolment and orientation procedures;
- • course information, including educational and vocational outcomes;
- • fees and charges, including refund policy;
- • provision for language, literacy and numeracy assistance;
- • student support services;
- • welfare and guidance services;
- • flexible learning and assessment procedures;
- • appeals and complaints procedures;
- • disciplinary procedures;
- • recognition of prior learning (RPL) arrangements and credit transfer.

Fair treatment

4. As a VET Provider, CANTERBURY TECHNICAL INSTITUTE PTY LTD will treat fairly:

1. a) all students who are, or would be, entitled to VET FEE-HELP assistance; and



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2. b) all persons seeking to enrol with CANTERBURY TECHNICAL INSTITUTE PTY LTD in a VET unit of study that meets the course requirements and who are, or would be, entitled to VET FEE-HELP assistance.

Equal benefits and opportunities

5. As a VET Provider, CANTERBURY TECHNICAL INSTITUTE PTY LTD will have open, fair and transparent procedures that are based on merit for making decisions about:

1. a) the selection, from among persons who are, or would be, entitled to VET FEE-HELP assistance and who seek to enrol with CANTERBURY TECHNICAL INSTITUTE PTY LTD in a

VET unit of study that meets the course requirements; and
2. b) the treatment of students who are, or would be, entitled to VET FEE-HELP assistance undertaking a VET course of study.

Student selection

6. CANTERBURY TECHNICAL INSTITUTE PTY LTD will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in the CANTERBURY TECHNICAL INSTITUTE PTY LTD Program Leaflets/Brochure and on CANTERBURY TECHNICAL INSTITUTE PTY LTD's website for the information of students and those seeking to enrol with CANTERBURY TECHNICAL INSTITUTE PTY LTD.

Entry requirements

7. In order to be admitted to CANTERBURY TECHNICAL INSTITUTE PTY LTD's vocational courses, local applicants must have achieved the Year 12 requirements or equivalent.

Local applicants who have not completed Year 12 or equivalent may make application for special admission. Special admission may be granted due to particular circumstances, such as workplace experience, or prior learning outside of the traditional education system, or mature age entry (21 years or over). Consideration will be made on a case by case basis. Applications for special admission will be considered by the Chief Executive Officer in concert with appropriate specialist faculty.

Applications, selection and admissions

8. Persons seeking to enrol in an CANTERBURY TECHNICAL INSTITUTE PTY LTD course must lodge an application using the appropriate forms, which will be available from CANTERBURY TECHNICAL INSTITUTE PTY LTD's Student Services section or



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(www.cti.qld.edu.au).

Applicants should ensure they have any and all necessary documentation to support their application and to demonstrate that they meet the entry requirements for their chosen course. A checklist of necessary information is included in the application forms.

If required to provide copies of previous qualifications, applicants must provide either original copies of transcripts from the originating institution, or should provide verified copies.

All applicants will be required to undertake an interview with CANTERBURY TECHNICAL INSTITUTE PTY LTD admissions where an assessment is made against the published entry criteria for the course.

Following the interview, the applicant is notified of the outcome of their application and, if successful, an offer of a place in the applicant's chosen course is made.

Successful applicants are required to sign a Student Contract that details the enrolment program, financial obligations, refund arrangements and other obligations.

Commonwealth Assistance

9. The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

Publication

10. These Fairness Procedures will be made available to students and prospective students by publication in the Student Handbook and on CANTERBURY TECHNICAL INSTITUTE PTY LTD's website (www.cti.qld.edu.au) *and procedures information*.