



Fair Treatment & Equal Opportunities Policy



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Policy Overview

Kristella Training & DRV4LYF Driving School (**KT/DRV4LYF**) is committed to providing fair treatment and equal opportunity for all individuals by ensuring that its programs and services are relevant, accessible, fair and inclusive.

This policy applies to all students and prospective students, including those entitled to VET Student Loan assistance.

Access and Equity

KT/DRV4LYF is committed to providing a working and learning environment that values diversity, respects differences and is free from all forms of harassment, vilification and discrimination based on an individual's sex, race, disability, sexual preference, age, political beliefs, or criminal record.

KT/DRV4LYF will further endeavour to eliminate policies, practices, assumptions and behaviours which may contribute to the disadvantages suffered by under-represented groups both in education and employment.

Fair Treatment and Equal Opportunity

KT/DRV4LYF will ensure that all students and potential students:

- Will be treated fairly and equally;

Enrolment Information

KT/DRV4LYF will endeavour to:

1. Promote programs and services to the community in a manner that includes and reflects the diverse student population.
2. Ensure that all potential students are well informed on available training options, training and assessment services provided organisation.
3. Ensure that all potential students who are eligible for funding under government programs or loan schemes, such as DrivesafeNT, Keys2Drive etc.
4. Ensure that each student receives clear information prior to enrolment in regard to:
 - Entry requirements;
 - Published course information;
 - Enrolment and induction procedures;
 - Educational outcomes;
 - Fees and/or refunds;
 - Student support services;
 - Complaints and appeals procedures;
 - Students' rights, responsibilities and student-related policies and procedures.

Publication

This Fair Treatment and Equal Opportunity Policy will be made available to students and potential students on the **KT/DRV4LYF** website and in the **Student Handbook**.



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All staff members are informed of this policy during their induction process and the information is made available in writing within the Employee Handbook. All staff members are responsible for observing the guidelines stated in this policy.

Version Control

Version	Date	Reviewed by	Amendments
1	24 Apr 2022	Christopher Dixon	Adapted from TrainSmart Australia