

# FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

## 1. Overview

1.1 Australian Airline Pilot Academy (AAPA) supports the concept of equal opportunity and is committed to providing all students and potential students with a working and learning environment which values diversity, respects differences and provides an environment that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.

## 2. Fair Treatment

2.1 AAPA will treat fairly all students and potential students.

2.2 Potential students seeking to enrol in a VET unit of study with AAPA, regardless of their background, circumstances or eligibility for funding will be assessed for entry to AAPA through the same published entry requirements and through the same process.

2.3 The above undertakings do not prevent AAPA taking into account, in making decisions about the selection and treatment of students or potential students, educational disadvantages that a particular student or potential student has experienced or the fact that the student or potential student may be enrolled via a VET restricted access arrangement.

## 3. Application and Enrolment Process

3.1 Application can be made via the AAPA website or on the Enrolment Form and sent with supporting documents to RTO Manager: [rto@aapa.net.au](mailto:rto@aapa.net.au)

3.2 The RTO Manager assesses the application against the published entry requirements. Where the application is not complete or if information is required to make an assessment

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of whether the applicant has met the published entry requirements, the applicant will be contacted and given the opportunity to provide further information.

3.3 Applicants who do not meet the published entry requirements will be notified in writing of their non-acceptance.

3.4 Applicants who meet the published entry requirements will be sent a Letter of Offer confirming their place in their chosen course. Following acceptance of the offer the applicant is sent information about enrolment explaining all aspects of the course including start date, VSL Schedule of Fees and links to apply for Aviation Reference Number, Aviation Security Identification Card and a list of approved CASA Medical Examiner.