

## FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

### Overview

St Mark's National Theological Centre supports the concept of equal opportunity and is committed to providing all staff, 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.

### Definitions

For the purposes of this document the following applies:

**The Act** refers to the *Higher Education Support Act 2003*

**Student/s** refers to all persons enrolled in a unit of study who are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act; and

**Potential Students** refers to all persons seeking to enrol in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

### 1.0 Fair Treatment

1.1 St Mark's National Theological Centre will treat fairly all Students and Potential Students.

### 2.0 Student Selection

2.1 St Mark's National Theological Centre has open, fair and transparent procedures, based on merit for making decisions about:

- a) the selection, from among Potential Students; and
- b) the treatment of Students.

2.2 Potential Students seeking to enrol in a VET unit of study with St Mark's National Theological Centre, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.

2.3 The above undertakings do not prevent St Mark's National Theological Centre 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.

2.4 Entry requirements for each course offered by St Mark's National Theological Centre are detailed in Appendix 1.

2.5 Enrolment applications can be made online through the website: [www.stmarks.edu.au](http://www.stmarks.edu.au), or by using the downloadable application form and mailing it to St Mark's National Theological Centre, 15 Blackall St, Barton ACT 2600.

The Admissions Officer assesses the application to ensure it is complete. The appropriate Program Director assesses the application against the published entry requirements. Where the application is not complete or if further information is required to make an assessment of whether the applicant has met the published entry requirements for their chosen course, the applicant will be contacted and given the opportunity to provide further information.

Applicants who do not meet the published entry requirements will be notified in writing of the reasons for non-acceptance. Unsuccessful applicants will be advised of their right to appeal the decision and how to access the appeals process.

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 their course including start date, payment options and details of student induction.

## St Mark's National Theological Centre

- 2.6 Enrolments are taken in order of receipt. Minimum enrolments are predetermined and when reached, ensure that a course will proceed. Maximum enrolments are predetermined to ensure maximum learning and enjoyment for each student.

### **3.0 Publication**

- 3.1 This *Fair Treatment and Equal Benefits and Opportunity Policy* will be made available to Students and Potential Students through publication on the website: [www.stmarks.edu.au](http://www.stmarks.edu.au).

## Appendix 1 – Course Entry Requirements

### Vocational Graduate Diploma of Relationship Counselling

1. St Mark's Advanced Diploma of Christian Counselling (preferred entry requirement); or
2. An undergraduate degree or higher qualification in Counselling, Psychotherapy, Psychology, Social Work, Social Science or equivalent; or
3. An accredited qualification in counselling at Diploma or Advanced Diploma level; or
4. Previous experience in a family counselling environment in a job role involving the self-direction of knowledge with substantial depth in some areas, the exercise of independent judgement and decision making, and a range of technical and other skills.

### Advanced Diploma of Christian Counselling

1. St Mark's Certificate IV in Christian Counselling and Communication Skills (preferred entry requirement) or appropriate equivalent qualifications; and
2. Either a letter of recommendation from the applicant's Certificate IV trainer, or for external students, a letter of recommendation from a suitably qualified referee attesting to the applicant's suitability for the course.

### Diploma of Christian Ministry and Theology

1. Completion of the Certificate IV in Christian Ministry and Theology, or equivalent.

### Advanced Diploma of Christian Ministry and Theology

1. Completion of the Diploma in Christian Ministry and Theology, or equivalent.

### Graduate Certificate in Professional Supervision

1. An undergraduate degree or higher qualification in Counselling, Psychotherapy, Psychology, Social Work, Social Science or equivalent; **OR**  
An accredited Diploma or Advanced Diploma level or higher qualification in Theology or Ministry or equivalent **and** demonstrated experience in a pastoral counselling environment involving the self-directed application of relevant knowledge and a range of communication and counselling skills\*.

\*Evidence required to "demonstrate experience in a pastoral counselling environment involving the self-directed application of relevant knowledge and a range of communication and counselling skills" should include two or more of the following:

- Ministry role/job description
  - Two professional or pastoral references
  - A video recording of a 30 minute clinical or pastoral counselling session with a 500 word critique of that session (this should be a live session, not a role play, recorded with the person's written consent)
2. Minimum 5 years' experience in a relevant field.