

COPYRIGHT NOTICE

© **Academia International 2014.** This work is copyright. Apart from any use permitted under the Copyright Act 1968, no part may be reproduced by any process, nor may any other exclusive right be exercised, without written permission by Academia International, Level 4, 152 Elizabeth Street, Melbourne Victoria 3000, Australia. Printing this policy document may make it obsolete and is discouraged. If you are viewing a printed version of this policy document, you must check Knowledge NET for the most up-to-date version.

About:

Fair Treatment and Equal Benefits and Opportunities Policy and Procedure

Version No: 1.1, **Date:** December 2014

Revised by: Compliance Manager

1. Overview

Academia International will treat fairly all of its students and persons seeking to enrol with Academia International.

2. Access & equity

Academia International 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. Refer *Access and Equity Policy*.

3. Fair treatment

As a VET Provider Academia International will treat fairly:

- a) all students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the *Higher Education Support Act 2003* (“the Act”); and
- b) all persons seeking to enrol with Academia International 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.

4. Equal benefits and opportunities

As a VET Provider Academia International will have open, fair and transparent procedures that are based on merit for making decisions about:

- a) the selection, from among persons who are, or would be, entitled to VET FEE-HELP assistance under subclause 45(1) of Schedule 1A of the Act and who seek to enrol with Academia International in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act; and
- b) the treatment of students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act undertaking a VET course of study.

The above undertakings do not prevent Academia International taking into account, in making decisions about the selection and treatment of students, educational disadvantages

that a particular student has experienced or the fact that the student may be enrolled via a VET restricted access arrangement.

5. Student selection

Students will be selected on merit based on the published criteria. Academia International will ensure that throughout the process of selection and admission, applicants are treated fairly, courteously and expeditiously.

Entry criteria and application procedures are published in the course prospectus and Academia International website (www.academia21.com) for the information of students and persons seeking to enrol with Academia International.

5.1 Selection and admissions process

5.1.1 Application

Individuals who seek to enrol in a course with Academia International must complete and submit the *Enrolment Form [Domestic Students]* which is contained in the course prospectus and Academia International website (www.academia21.com). Applications may be submitted as indicated on the form. The application should include evidence that the applicant meets the published entry requirements for their chosen course.

Course entry requirements are shown in Attachment A to this Policy and Procedure.

5.1.2 Assessment against published entry criteria

The Admissions Officer 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 sent a letter or email clearly outlining the reasons why they have not been offered a place in the course. The letter will also advise the unsuccessful applicant about their right to appeal the decision and how to access the appeals process.

5.1.3 Offer

Applicants who meet the published entry requirements will be sent a letter offering them a place in their chosen course and instructions on how to accept the offer.

5.1.4 Acceptance

Applicants accept the offer of a place in the course by signing and returning a copy of the offer letter as directed. Once an offer is accepted, the applicant is enrolled in their chosen course and sent a confirmation of enrolment letter with details about the course and arrangements for student orientation.

6. Commonwealth assistance

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

7. Publication

This *Fair Treatment and Equal Benefits and Opportunities Policy and Procedure* will be made available to students and persons seeking to enrol with Academia International through publication in the Student Handbook and on the Academia International website (www.academia21.com).

This policy is made in association with and © of 2010 Peter J. Ryan & Associates Pty Ltd All Rights Reserved | Any redistribution or reproduction of all or part of the contents of this document in any form without the express permission of the author is prohibited. The author can be contacted on pryan@consulted.biz.

Attachment A – Course Entry Requirements

Course code and name		Course Entry Requirements	Entry Requirements/Pre-requisite units.
SIT50313	Diploma of Hospitality	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	There are no prerequisites for entry to this qualification.
SIB50210	Diploma of Salon Management	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	There are no prerequisites for entry to this qualification.
SIB50110	Diploma of Beauty Therapy	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	There are no prerequisites for entry to this qualification.
BSB51107	Diploma of Management	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	There are no entry requirements for this qualification.
BSB51207	Diploma of Marketing	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	There are no entry requirements for this qualification.
FNS50210	Diploma of Accounting	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	The entry requirement for this qualification is completion of the units which comprise the core from the Certificate IV in Accounting in the Financial

			Services Training Package FNS10.
			or
			Completion of the units which comprise the core from the Certificate IV in Accounting in the Financial Services Training Package FNS04.
			The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).
			The entry requirement for this qualification is completion of the Diploma in Accounting in the Financial Services Training Package FNS10.
FNS60210	Advanced Diploma of Accounting	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	or Completion of the Diploma in Accounting in the Financial Services Training Package FNS04.
			The entry requirement can be met by evidence of equivalent competency to the above units through recognition of prior learning (RPL).
ICA50111	Diploma of Information Technology	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	There are no entry requirements for this qualification.
			Pre-requisite Units
CUF50107	Diploma of Screen and Media	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	Code and title CUFANM401A Prepare 3D digital models Pre-requisite units required CUFANM310A Create 3D digital models

			for production CUFANM501A Create 3D digital character animation	CUFANM302A Create 3D digital animations
CUF60107	Advanced Diploma of Screen and Media	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	There are no entry requirements for this qualification.	
CHC50113	Diploma of Early Childhood Education and Care	18 years of age or over, plus Year 12 secondary school, or mature aged entry based on prior work experience	There are no entry requirements for this qualification	