

STUDENT ENTRY, FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

Purpose:	This procedure has been developed to ensure that MIMT has addressed provisions relating to fair treatment and equal benefits and opportunity information for students and persons seeking to enrol in a VET unit of study. MIMT supports the concept of equal opportunity and is committed to providing all staff and 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.
Reference:	<p>Higher Education Support (VET) Guideline 2015 Part 5 – Student fairness Division 5 – Student Entry Procedure</p> <p>HESA 2003 Clause 18 of Schedule 1A</p>
Who is responsible:	<p>The Campus Manager is responsible for implementation of this policy.</p> <p>The Course Advisor and Student Administration Support Officer are responsible for ensuring students are made aware of its application.</p> <p>Equally, all students carry responsibility for ensuring that practices, behaviours and attitudes that lead to harassment, bullying and discrimination do not exist in the learning environment.</p>
When:	Ongoing
Definitions:	<p>Definitions</p> <p>For the purposes of this document the following applies:</p> <p>Discrimination is essentially any practice which makes distinctions between individuals or group so as to disadvantage some and advantage others. Legislation in Australia prohibits direct and indirect discrimination</p> <p>Direct Discrimination is treating a person or a group of people unequally and unfairly on the basis of a personal attribute or reason that is not related to their ability to perform a job such as race, age, background, sex, religious belief or activity, intellectual or physical ability, gender, sexual orientation, marital status, parental status or personal association</p> <p>Indirect Discrimination is where there is a requirement (a rule, policy, practice or procedure) that is the same for everyone, but which has an unequal or disproportionate effect or result on particular groups or individuals</p> <p>Harassment or Bullying is repeated behaviour that intimidates, humiliates and/or undermines a person or group</p> <p>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.</p> <p>Sexual Discrimination is essentially unwelcome and uninvited behaviours or remarks that are unwelcome, unsolicited and not reciprocated</p>

	<p>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</p> <p>The Act refers to the <i>Higher Education Support Act 2003</i></p> <p>VET FEE-HELP An income contingent loan scheme for the vocational education and training (VET) sector that s part of the Higher Educational Loan Program (HELP). It is an extension of the higher education FEE-HELP arrangements.</p>
<p>Process:</p>	<div style="text-align: center; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Overview</p> </div> <p>MIMT 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.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Equal benefits and opportunity process</p> </div> <p>MIMT encourages fairness, dignity, courtesy and respect amongst all members of its learning community. In meeting its obligations, MIMT will at all times:</p> <ul style="list-style-type: none"> ▪ Foster a supportive environment that is free from discrimination, harassment and bullying ▪ Encourage cultural understanding and sensitivity ▪ Promote appropriate standards of conduct ▪ Encourage reporting of inappropriate behaviour and provide an effective procedure for resolving complaints in a sensitive, confidential, fair and timely manner ▪ Seek to ensure that practices are non-discriminatory and pay due consideration to the needs of all groups ▪ Evaluate all educational processes to ensure they are inclusive and value students from a diverse back ground ▪ Ensure all policies and procedures are non-discriminatory ▪ Provide students with information about access and equity issues <div style="text-align: center; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Fair Treatment</p> </div> <p>MIMT will treat fairly all Students and Potential Students seeking to enrol and who are eligible for VET FEE-HELP assistance.</p> <p>MIMT is committed to treating all of its students fairly. The application of fair treatment does not require that all students are treated the same. Fairness must be considered in the context of the relevant circumstances. There will be situations in which the fair treatment of students may result in varying circumstances being treated differently.</p> <p>All students and members of the community are treated with dignity, courtesy and respect by MIMT. As a VET provider, MIMT has open, fair and transparent procedures that are based on merit for making decisions about students undertaking, and persons applying for,</p>

courses.

Application of Merit

The application of merit in decision-making processes will involve MIMT considering each application on a case by case basis and not applying inflexible policies that preclude eligible participants from having their application considered.

Student Selection/Entry Procedure

1. MIMT 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. The above paragraph does not prevent MIMT taking into account, in making decisions mentioned above, 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. Selection is undertaken in a fair and transparent manner, based on a demonstration of ability to successfully participate in a VET Unit of Study and the completion of any prerequisites that may apply to a VET Unit of Study.
4. MIMT must determine if the student is academically suited to the course when;

The student satisfies one of the following requirements:

- MIMT obtains a copy of the students **Senior Secondary Certificate of Education** that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of Year 12; or

Both:

- The student is assessed as displaying competence at or above **Exit Level 3** in the Australian Core Skills Framework (ACSF) in both reading and numeracy;

And

- MIMT reasonable believes that the student displays that competence

If the student is unable to provide a senior secondary certificate of education, they will be required to complete the Core Skills Profile for Adults testing tool by the Australian Council for Educational Research Limited (ACER).

This tool has a range of questions/activities that the student must attempt to complete in order to determine their ACSF level in relation to reading and numeracy.

Students must receive a score of level 3 or higher in order to access VET FEE-HELP. If the student scores lower than 3, then they are unable to access VET FEE-HELP and other courses may

be offered that are deemed more suitable.

The results of the testing will be reported to the student as soon as practicable after the assessment and to the Secretary on request.

Results will be retained by MIMT for at least 5 years

5. MIMT is unable to accept a Request for VET FEE-HELP loan form as a completed form from a student under the age of 18 unless a parent or guardian (responsible parent) has co-signed the form.

Exceptions are permitted in the limited circumstances where a student under the age of 18 is receiving youth allowance (within the meaning of the *Social Security Act 1991*) on the basis that the person is independent. Students seeking this exemption will need to provide suitable evidence to MIMT from Centrelink to this effect, and retain these records for compliance purposes.

6. All applicants who are eligible for funding under VET FEE-HELP are advised of this during the Pre-Enrolment Process. Applicants are neither advantaged nor disadvantaged by their eligibility for any loan scheme.

Pre-Application Process

1. Upon receiving the initial enquiry from the prospective student, a follow up email is sent which outlines the following information:
 - the VET Unit of Study content and duration, qualification applicable to graduates, modes of study and assessment methods;
 - eligibility of the applicant for VET FEE-HELP assistance, and associated information;
 - relevant tuition fees and applicable dates for enrolment;
 - Student handbook
2. MIMT has two intake dates in each calendar year being March and August. Applications for each qualification and start date are processed in the order in which they are received.
3. Entry criteria and application procedures are published in the MIMT's Student Handbook and on MIMT's website. The entry criteria for each VET Unit of Study are also outlined below. Each application is reviewed against the entry criteria relevant to a VET Unit of Study.
4. Upon receiving the MIMT Application form where the individual has acknowledged that they wish to access VET FEE-HELP, a letter will be posted to the student outlining the enrolment process which includes:
 - An outline of entry requirements – informing the individual that they must provide evidence of their Senior Secondary Certificate or inform the student that they must complete the ACSF testing and receive a score of level 3 or higher
 - A copy of the VET FEE-HELP booklet and the student is advised to review this

- A selection of appointment times for the student to come in for their interview
- Eligibility evidence to meet VET FEE-HELP requirements e.g. birth certificate, passport
- A web link to MIMT's website VET FEE-HELP page to review relevant documentation, policies and procedures especially in relation to the requirements for acceptance into VET Unit of Study;
- requirements for satisfactory academic progress (outlined in the Student Enrolment Information Handbook)
- Information regarding their payment options:
 - o Pay some of the tuition fee up front OR
 - o request VET FEE-HELP for the full tuition fee

Interview Process

1. Applicants have significant contact with the Course Advisor (via telephone and/or email contact) during the pre-application process. A face to face interview is required for all applicants to complete the following
2. Confirm student's eligibility by obtaining a copy of their Senior Secondary Schooling Certificate
3. If the individual is unable to provide a copy of their Senior Secondary Schooling Certificate, then they will be required to complete the Core Skills Profile for Adults testing tool where they must achieve a score of level 3 or higher against reading and numeracy
4. If the individual does not receive the required score level, then they will not be able to access VET FEE-HELP and they will not proceed any further with this process. Where possible, MIMT will provide alternative options for the student to explore e.g. referral to another training provider who has appropriate qualifications
5. If the student receives the appropriate score level then they will continue with the interview process which will include the following:
6. Ascertain the applicant's interests and reason(s) for undertaking a course / VET Unit of Study
7. Ascertain the applicant's suitability to undertake the course;
 - Complete the Language, Literacy and Numeracy assessment to assess the applicant's LL&N proficiency (only applicable for those individuals who weren't required to complete the Core Skills Profile for Adults testing tool)
 - Check that the applicant will have the necessary support in their studies;
 - Assess eligibility for National Recognition and Recognition of Prior Learning (RPL) and Credit Transfers (CT)
 - Ascertain the applicant's computer literacy and ability to access and use internet facilities; and
 - Discuss any special needs the applicant may have.
8. The interview is conducted by the Course Advisor prior to the applicant being accepted for enrolment. Using this information, the Course Advisor performs an interim assessment of the suitability of the student for admission into a VET Unit of Study. The Course

Advisor then identifies the VET Unit of Study that best aligns with the applicant's goals and provides sufficient information about each to enable the applicant to make an informed decision.

9. Individuals who have met the entry requirements can then proceed forward to enrolment/admission

Enrolment/Admission Procedure

1. The applicant completes the MIMT Enrolment Form and relevant enrolment documentation
2. The Course advisor will provide the student with the Request for VET FEE HELP assistance form and will inform the student that they can only submit this form along with supporting documentation at least 2 business days after the student has completed their enrolment.
3. The Course Advisor will inform the student **who enrolls in a unit/course less than 2 days before the census date** for the unit, the student **will not** be able to receive VET FEE-HELP assistance
4. Once the required VET FEE-HELP information has been returned by the student, the Course Advisor assesses the application based on the published entry requirements for the VET Unit of Study/course. If the applicant has included an application for Recognition of Prior Learning or Credit Transfers, the application is reviewed in accordance with the Credit Transfer Procedure (including Recognition of Prior Learning).
5. If the applicant has disclosed any special needs, such as a disability or learning difficulty/s, this information is provided to the Campus Manager for review in relation to additional resource needs, reasonable adjustment and special consideration.
6. Students are advised of their payment options including the option to:
 - Pay the full tuition fee up-front;
 - Pay some of the tuition fee up-front and request VET FEE-HELP assistance for the remainder of the tuition fee; or
 - Request VET FEE-HELP for the full tuition fee
7. Once the enrolment/admission procedure is complete and the applicant is assessed as being eligible for entry to a VET Unit of Study, a Welcome Letter is issued to the student.

Income Test

MIMT does not apply an income test when making decisions about which of their students are eligible for VET FEE-HELP assistance.

Educational Disadvantage

When making decisions about the selection of students, MIMT is able to take educational disadvantages that a particular student has

experienced into account. This should involve consideration of the actual disadvantages that a particular student has experienced.

As a provider, MIMT should not use 'proxy' indicators of educational disadvantage in the absence of clear evidence that all students in such a group necessarily suffered educational disadvantage. Such proxy indicators should not be used because they assume that all people who satisfy the proxy condition (e.g. being from a low income group or being from a rural area) have necessarily experienced disadvantage.

MIMT is required to consider a particular student's specific circumstances before making a decision about whether the student has actually suffered educational disadvantage.

Restricted Access Arrangement

When making decisions about the selection of students, a provider is able to take into account students that are enrolled under a restricted access arrangement. A restricted access arrangement is an arrangement entered into between a provider and an employer or industry body for the provision of a course(s) or places in a course(s) in which enrolment is limited or restricted to employees of the employer or industry body.

Grievances

Staff, students and other members of the MIMT community who have a grievance under any of the areas mentioned in this policy are encouraged to follow the organisations academic/non-academic grievance process available on MIMT's website.

Privacy

MIMT acknowledges and respects the privacy of its students. It is required under the Privacy Act 1988 to comply with the Australian Privacy Principles in respect of the collection, use and disclosure of personal information from individuals. All records of grievances and their outcome will be stored and kept strictly confidential.

Publication

This *Student Entry, Fair Treatment and Equal Benefits and Opportunity Policy and Procedure* will be made available to Students and Potential Students through publication on the website (www.mimt.edu.au).