STUDENT ENTRY AND FAIR TREATMENT 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.
Responsibility for implementation	The Campus Manager is responsible for implementation of this policy. The Course Advisor is responsible for ensuring students are made aware of its application. 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.
When	Ongoing
Policy/ Process **Equal and fair treatment of students seeking to enrol**	MIMT encourages fairness, dignity, courtesy and respect amongst all members of its learning community. In meeting its obligations, MIMT will at all times: • 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 MIMT will treat fairly all Students and Potential Students seeking to enrol and who are eligible for VET Student Loans. 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. 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, courses.

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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/ eligibility criteria	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. 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. 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. Students meet all of the following criteria as outlined below: • An Australia citizen, or • hold a permanent humanitarian visa and usually reside in Australia; or • be a qualifying New Zealand citizen. • You have not exceeded the FEE HELP limit • You have been assessed as academically suited to undertake the course • You have an Australian Tax File Number • You have a Unique Student Identifier • You have reviewed and understand the VET Student Loans Information booklet • Provide the appropriate documentation to MIMT no less than two business days after enrolling and by the first census date of the course
Interview process / Pre-enrolment	Potential Students have significant contact with the Course Advisor (via telephone and/or email contact) prior to enrolment. A face to face meeting is required for all applicants to discuss and/or complete the following: • Course related information e.g. duration, study mode, cost etc. • Ascertain the applicant's interests and reason(s) for undertaking a course / VET Unit of Study • Tuition fees • Option for paying tuition fees • Information about the VET Student Loans - Provide the individual with a copy of the VET Student Loans information booklet • The VET Student Loan cap that applies to their chosen qualification (i.e. a maximum of $16,221 can be accessed through a VET Student Loan for the Diploma qualification) and of their payment options including: - Pay the full tuition fee up-front; - Pay some of the tuition fee up-front and request a VET Student Loan assistance for the remainder of the tuition fee; or - Request a VET Student Loan for the full tuition fee • Provide information relating to the census dates and a breakdown of fees which demonstrates fees will be reasonably apportioned across a specified number of sequential fee periods • Students responsibility to communicate his/her engagement in the course as requested • How to access relevant policies and procedures on MIMTs website

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	• Commence ascertaining information to start forming a judgement about whether the student is academically suited to undertake the course • Confirm the potential student's eligibility by obtaining one of the following: ○ Provide MIMT with a copy of a 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** ○ MIMT is provided with a copy of a certificate that is at a qualification level 4 or above in the Australian Qualifications Framework which has been awarded to the students; **and** ○ The course for the qualification was delivered in English If the individual isn't able to provide evidence for the above listed documents, they must be assessed as displaying competence at or above Exit level 3 in the Australian Core Skills Framework in both reading and numeracy using the assessment tool provided by MIMT and as part of the Pre-Training review process Once the individual has been provided the relevant information, should they wish to proceed forward then they will be required to complete the Pre-Training review process.
Pre-training Review	Prior to enrolment the prospective student will be required to complete the Pre-Training Review which will help to ascertain the following: • The student is academically suited* to undertake an approved course • Determining the most suitable qualification for the individual to enrol into based on the individuals existing educational attainments, capabilities, aspirations and interests and with due consideration of the likely job outcomes • Is vocationally relevant and aligns to likely job outcomes and/or further study opportunities • Assessment of the individual's language, literacy and numeracy skills • identify any competencies previously acquired through Recognition of Prior Learning (RPL) or National Recognition (Credit Transfer) process • Determine if the proposed learning strategies and materials are appropriate • Identify the individuals digital capability including access to necessary technology • Determining whether there are any factors that might prevent the individual from progressing throughout the course *A student is considered academically suited to undertake an approved course when: (a) MIMT believes the student is academically suited (b) The student satisfies entry requirements to the course (c) The student satisfies one of the following requirements • Provides a copy of a Senior Secondary Certificate of Education that has been awarded for the student's completion of year 12 or, • Provides a copy of their Baccalaureate Diploma Programme Diploma or, • The student is assessed displaying competence at or above Exit Level 3 in the reading and numeracy test and MIMT reasonable believes the student display competence or,

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	• MIMT obtains a copy of a certificate that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student in Australia and the course was delivered in English (d) The provider believes on reasonable grounds that the student is academically suited to undertake the course If the Pre-Training review determines that the potential student has the capabilities required and is academically suited, then the prospective student can proceed to the enrolment stage. If the outcome of the Pre-Training review determines that the course is unsuitable or is an inappropriate level or, the individual does not have the required capabilities or isn't academically suited, they will be advised that they will not be able to proceed forward to enrolment. Alternative options will be provided to the individual e.g. a lower level AQF course that is available through MIMT or, referral to another training organisation who is able to cater to their needs For those individuals who wish to access a VET Student Loan, further suitability checks are conducted to ensure that the student is academically suited to their chosen qualification.
Assessment of reading and numeracy competence	The tool used to test an individual's reading and numeracy skills must be approved by the Department of Employment, Skills, Small and Family Business. The tool used by MIMT to test an individual's reading and numeracy skills is the LLN Robot by The Learning Resources Group. This tool has a range of questions and activities that the student must to complete in order to determine their ACSF level in relation to reading and numeracy. MIMT requests that students conduct this process with honesty and integrity. Students must be assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) or higher in order to access a VET Student Loan. If the student fails to achieve the required standard of language, literacy and numeracy (LLN) on sitting, the student may re-sit based on MIMTs assessment of readiness. The recommendation is at least 3 months between assessments as this should provide enough time for progress to be made and improvement to be demonstrated.
Results of assessment in reading and numeracy	MIMT will provide the results to the student as soon as practicable after the assessment and to the Secretary on request. If requested, MIMT will provide the Secretary with the results of assessments in the form, manner and by the time requested by the secretary Results will be retained by MIMT for at least 5 years
Enrolment	The applicant is required to complete the relevant MIMT Enrolment documentation as per MIMTs Enrolment Process. In addition to MIMTs standard Enrolment Process, MIMT will collect and retain information and documents relating to a student applying for a loan including: • Information about the student's identity and date of birth • If the student is under 18, information that:

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	○ One of the signatories to the application is a responsible parent of the student (by submission of the signed parental consent form) or ○ the student has received youth allowance on the basis that the student is independent within the meaning of Part 2.11 of the *Social Security Act 1991* (provider's should receive from the student evidence of this assessment in the form of their Centrelink Income Statement.) • Information and documents to establish that the student meets the citizenship and residency requirements. At least two (2) business days after the student has completed their enrolment paperwork, the student will receive details via email to access the E-CAF system. Students must complete this within 14 days of receiving the email notification. Students must have their Tax File Number (TFN) available to complete their application. Where a student does not supply a TFN in their application (eCAF), the student will still be able to complete the eCAF for a VET Student Loan by uploading their 'Certificate of Application for a TFN'. Students wishing to access a VET Student Loan must ensure that the eCAF is submitted on or before the census day. In the event that the student enrols on the basis that some or all of the VET tuition fees will be covered by a VET Student Loan, if the student does not submit their eCAF on or before the census day (or is not approved for a VET Student Loan) and does not voluntarily pay for the part of the course upfront, then MIMT can cancel or defer the student's enrolment for the course in whole or in part on the census day. Please refer to the *Withdrawals and Course Cancellation process f*or more information. The Course Advisor will inform the student **who enrols in a unit/course less than 2 days before the census date** for the unit, the student **will not** be able to receive a VET Student Loan
Retention of information relating to application	MIMT must retain documents collected for the purpose of applications by students for VET Student Loans for at least five (5) years.
Related policies	Pre-Training Review Process Enrolment Process
Related documents	Pre-training review Skills First VET Funding Contract Skills First Quality Charter Standards for Registered Training Organisations

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