

Fair Treatment and Equal Benefits and Opportunity Policy and Procedure

Overview

The Australian Institute of Fashion Design Pty Ltd 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.

Fair Treatment

The Australian Institute of Fashion Design Pty Ltd will treat fairly all Students and all Potential Students.

Student Selection

The Australian Institute of Fashion Design Pty Ltd 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.

Potential Students seeking to enrol in a VET unit of study with the Australian Institute of Fashion Design Pty Ltd, 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.

The above paragraph does not prevent the Australian Institute of Fashion Design Pty Ltd 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.

As a provider of Vocational Education and Training (VET), the Australian Institute of Fashion Design Pty Ltd does not require students to have any specific prior knowledge or a particular University Admissions Index (UAI) for entry into our Diploma and Advanced Diploma level qualifications. International students must be 18 years of age at the time of

applying and demonstrate proficiency in English to IELTS Band score of 5.5 with the IELTS Test conducted not more than 24 months before the day on which the application is made.

Selection and Admission procedure

1. Students and persons seeking to enrol should complete the AICD Application Form available from the web site. They may also arrange to visit our campuses. Applicants should ensure:
 - a. they have any and all necessary documentation to support their application;
 - b. demonstrate that they meet the entry requirements for their chosen course;
 - c. if required to provide copies of previous qualifications, applicants must provide either original copies of transcripts from the originating institution, or should provide verified copies
2. Students and persons seeking to enrol should include with their completed applications form:
 - a. A personal statement indicating their special areas of interest that relates to their chosen course, any related experience they may have, and why they wish to do the course (one page limit);
 - b. Supporting documentation (e.g. Australian passport or citizenship document, academic transcript, etc.);
 - c. A checklist of necessary information is included in the application forms.
3. 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 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.
4. If the application is successful, the AICD will send a *Letter of Offer* and information on how to pay the tuition fee.
5. To secure a place in the course, students will need to:
 - a. Submit a signed *Student Contract*
 - b. Make arrangements for payment or complete a VET FEE-HELP Application Form
 - c. Students will receive a *Student Welcome Pack* with confirmation of enrolment and information of their Orientation Day.

Publication

This Fair Treatment and Equal Opportunity Policy and Procedure will be made available to students and persons seeking to enrol with the Institute through publication in the Student Handbook and on the Institute's website (www.aicdedu.com.au).

Version control, Approval and Review

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Appendix A: Course Entry Requirements

COURSE CODE AND NAME		COURSE ENTRY REQUIREMENTS	
		Formal education or work/life experience	Prerequisites
LMT60307	Advanced Diploma of Applied Fashion Design & Technology	Completed year 12, or Adults with previous training or work experience, or Special creative applicants that pass an entry exam. It is advisable if applicants can present a suitable portfolio demonstrating strong creativity and design abilities however if they don't have a portfolio they can still apply as each applicant is interviewed prior to being offered placement in the course.	There are no prerequisites for entry into this qualification.
LMF60208	Advanced Diploma of Interior Design	Completed year 12, or Adults with previous training or work experience, or Special creative applicants that pass an entry exam. It is advisable if applicants can present a suitable portfolio demonstrating strong creativity and design abilities however if they don't have a portfolio they can still apply as each applicant is interviewed prior to being offered placement in the course.	There are no prerequisites for entry to this qualification.