

ENROLMENT, FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

Overview

SELMAR Holdings Pty Ltd (SELMAR) 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 VET Student Loans Act 2016

The Department refers to the Commonwealth Department with responsibility for administering the *VET Student Loans Act 2016* and 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 Student Loan assistance under VET Student Loans Act, division 2, eligible students and VET Students Loans Rules 2016, Part 7, division 1, subdivision C – course enrolment; and

Potential Students refers to all persons seeking to enrol in a VET unit of study that meets the course requirements under Section 12 of The Act and who are, or would be, entitled to VET Student Loan assistance under section 9 of the VET Student Loans Act 2016.

1.0 Fair Treatment

1.1 SELMAR will treat fairly all Students and Potential Students.

2.0 Student Selection

2.1 SELMAR 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 SELMAR, 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 Potential students seeking to enrol in a VET unit of study with SELMAR, will only be offered enrolment if they are determined to be academically suited to undertake the unit of study.

2.4 The above undertakings do not prevent SELMAR 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 SELMAR Diploma and Advanced Diploma courses.

CHC50113 Diploma of Early Childhood Education and Care

- Applicants must be academically suited and provide:
 - a certified copy of their Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12; or

- the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults (CSPA) assessment tool; and SELMAR believes that the student displays that competence based on our interactions with them and their prior experiences; or
- a certified copy of a Certificate IV or higher qualification in the Australian Qualifications Framework that was delivered in English.
- Applicants are required to complete a course requirements form TAF 15.

CHC60312 Advanced Diploma of Community Sector Management

- Applicants must hold a qualification at Diploma level or above (and provide SELMAR with a certified copy) relevant to work in the community sector or have sufficient experience and knowledge of community work or service.
- Applicants need to be working in a management or supervisory capacity within a community sector organisation or be able to demonstrate they have the capacity to successfully undertake the course with either employer support or access to a workplace coach in a community sector organisations.
- If an applicant does not hold a Diploma level or higher qualification relevant to the community sector they must establish their academic suitability through one of the following means:
 - a certified copy of their Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12; or
 - the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults (CSPA) assessment tool; and SELMAR believes that the student displays that competence based on our interactions with them and their prior experiences; or
 - a certified copy of a Certificate IV or above in the Australian Qualifications Framework that was delivered in English.
- Applicants are required to complete a course requirements form TAF 15.

BSB50215 Diploma of Business

- Applicants must be academically suited and provide:
 - a certified copy of their Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12; or
 - the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults (CSPA) assessment tool; and SELMAR believes that the student displays that competence based on our interactions with them and their prior experiences; or
 - a certified copy of a Certificate IV or above in the Australian Qualifications Framework that was delivered in English.
- Applicants are required to complete a course requirements form TAF 15.

BSB551915 Diploma of Leadership and Management

- a certified copy of their Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12; or
 - the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults (CSPA) assessment tool; and SELMAR believes that the student displays that competence based on our interactions with them and their prior experiences; or
 - a certified copy of a Certificate IV or above in the Australian Qualifications Framework that was delivered in English.
- Applicants are required to complete a course requirements form TAF 15.

CHC50213 Diploma of School Age Education and Care

- Applicants must be working in industry as educators in Before/After School Care Programs as this qualification is currently only delivered in a workplace delivery mode.
- In addition, applicants must be academically suited and provide:
 - a certified copy of their Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12; or
 - the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults (CSPA) assessment tool; and SELMAR believes that the student displays that competence based on our interactions with them and their prior experiences; or
 - a certified copy of a Certificate IV or above in the Australian Qualifications Framework that was delivered in English.
- Applicants are required to complete a course requirements form TAF 15.

2.5 Students who undertake the CSPA assessment are:

- made aware that the tool has been approved by the Department and is published on the Department's website, and
- provided with their results as soon as practicable after the assessment.

They are also notified that a copy of their results will be provided to the Secretary of the Department if they choose to apply to use a VET Student Loan.

The importance of acting with honesty and integrity in the administration of the CSPA and in the VET Student Loans program more broadly is reinforced with all SELMAR staff as part of our ongoing staff professional development program.

2.6 Once a student has decided to enrol in an approved course with SELMAR, if they wish to use a VET Student Loan to meet the costs of some or all of their tuition fees – they are advised that they are

unable to apply for a loan until at least two business days has passed since their enrolment, and that they will need to provide SELMAR with evidence that confirms:

- Their identify and date of birth, and whether they are
- An Australian citizen, or
- The holder of a humanitarian visa who is usually resident in Australia, or
- A New Zealand qualifying citizen (ie that holds a special category visa, has been usually resident in Australia for the past 10 years, was a dependent child when they were first resident in Australia, and has been in Australia for 8 of the past 10 years and 18 months of the past 2 years).

All documentation provided to support a student's eligibility for a VET Student Loan must be certified.

Students wishing to use a VET Student Loan must also have an Australian tax file number or have a certificate from the Tax Office confirming that they have applied for a tax file number.

Students under the age of 18 wishing to use a VET Student Loan must have one of their parents as signatories on the loan application, unless they have evidence that they receive Youth Allowance as an independent.

2.6 Application and Enrolment Process

Details provided to students prior to enrolment are set out in SELMAR's Marketing Policy.

Applications to study at SELMAR can be made by completing an enrolment application form. Applicants can obtain the form from the Business Development or Direct Sales team, their Trainer or from the SELMAR website www.selmar.edu.au. Enrolment application forms should be returned to the Consultant you received it from or to the Direct Sales team.

The Consultant 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, 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 to confirm the receipt of their application. Information about enrolment explaining all aspects of their course including start date, payment options which includes VET Student Loans and State Funding information, applicants who completed a Core Skills Profile for Adults (CSPA) assessment will be provided a copy of their results with their acceptance or non-acceptance letter and details of student orientation and Pre-Training Review process. As part of the documentation they receive, students are also advised where they can access relevant procedures on SELMAR's website, as well as our Statement of Tuition Assurance.



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.selmar.edu.au.

4.0 Related Policies

4.1 Marketing Policy