

## **Fair Treatment and Equal Benefits and Opportunity Policy**

Holmes Commercial Colleges (Melbourne) Limited Trading as Melbourne School of Fashion

[ABN: 50 005 085 585 ACN: 005 085 585]

### **Overview**

Melbourne School of Fashion 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**

Melbourne School of Fashion will treat fairly all Students and Potential Students.

### **Student Selection**

Melbourne School of Fashion 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 Melbourne School of Fashion, 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.

Students will be selected on merit based on the published criteria. Melbourne School of Fashion 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 Melbourne School of Fashion website ([www.headmasters.com.au](http://www.headmasters.com.au)) for the information of students and persons seeking to enrol with Melbourne School of Fashion .

### **Selection and admissions process**

#### **Application**

Individuals who seek to enrol in a course with Melbourne School of Fashion must complete and submit an Application Form which is contained in the course prospectus and Melbourne School of Fashion website ([www.headmasters.com.au](http://www.headmasters.com.au)). Applications may be submitted as indicated on the Application Form.

The application should include evidence that the applicant meets the published entry requirements for their chosen course.

### Course Entry Requirements

Diploma and Advanced Diploma program applicants should have completed Year 12 or its equivalent.

International Students: Entry into Certificate and Diploma programs requires an English level, at least equivalent to IELTS 5.5 or Upper Intermediate at a Holmes English Language Centre.

Specific additional course entry requirements are as follows:

Program	Entry Requirements
LMT50307 Diploma of Applied Fashion Design and Technology	There are no entry requirements for this qualification.  Pathways into the qualification Preferred pathways for candidates considering this qualification include:  Completion of at least Year 11 or its equivalent.
SIB50110 Diploma of Beauty Therapy	There are no entry requirements for this qualification.  Pathways into the qualification Preferred pathways for candidates considering this qualification include:  Completion of at least Year 11 or its equivalent.
WRH50109 Diploma of Hairdressing Salon Management	There are no entry requirements for this qualification.  Pathways into the qualification Preferred pathways for candidates considering this qualification include:  Completion of at least Year 11 or its equivalent.
21754VIC Advanced Diploma of Spa (Management)	To gain entry to this qualification, applicants must have gained competencies equivalent to those defined by the qualification WRB50105 Diploma of Beauty Therapy or its equivalent.

### 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 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.

**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.

**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.

The above paragraph does not prevent Melbourne School of Fashion 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.

**Publication**

This *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.melbourneschooloffashion.com.au](http://www.melbourneschooloffashion.com.au) and Student Guides.