



## STUDENT SELECTION, FAIR TREATMENT, ACADEMIC SUITABILITY AND EQUAL BENEFITS AND OPPORTUNITY POLICY

### Overview

Fox Endeavours Pty Ltd trading as Fox Education and Consultancy 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 and/or the VET Student Loans Act (2016)*;

**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.

**VET Course of Study** refers to a course for which a Student may access VET Student Loan / VET FEE-HELP assistance to pay for all or part of their Tuition Fees.

### 1.0 Fair Treatment

1.1 Fox Education and Consultancy will treat fairly all Students and Potential Students.

### 2.0 Academic Suitability

2.1 In accordance with the VET Student Loans Act (2016) and the associated legislative instruments, all students wishing to apply for a Commonwealth VET Student Loan must be assessed for academic suitability to undertake a high level VET qualification. This academic assessment is in addition to any entry requirements that may be required for the specific course you are undertaking.

#### 2.2 *Ways to Assess Your Academic Suitability*

In order to apply for a VET Student Loan to cover your course fees or part of your fees, you must meet one of the criteria below and provide evidence, if applicable:

- you need to have completed your senior secondary certificate of education, awarded by an Australian authority or agency. Please provide a copy when you apply to enrol. A statement of outcomes meets this requirement only if it confirms that the student received the Senior Secondary Certificate; or

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- you need to have completed an Australian Qualifications Framework qualification at Certificate IV level or above. Please provide a copy of your certificate; or
- you need to undertake a literacy and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF). FOX Education and Consultancy will co-ordinate this testing at no charge to you.

***If you are not able to meet any of these requirements, you will not be eligible to apply for a VET FEE-HELP or a VET Student Loan.***

### **3.0 Student Selection**

3.1 Fox Education and Consultancy 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.

3.2 Potential Students seeking to enrol in a VET unit of study with Fox Education and Consultancy, 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.

3.3 The above undertakings do not prevent Fox Education and Consultancy 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.

#### **3.4 *Entry requirements for VET Courses of Study***

Admission requirements for HLT51612 Diploma of Nursing (Enrolled/Division 2 Nursing):

Applicants must possess functional written and spoken English skills and be successful in the pre-course assessment and interview selection process. Furthermore, AHPRA has produced the Nursing and Midwifery English language skills registration standard for English language requirements prior to registration. To view this requirement, see:

<http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx>

#### **3.5 *Application and Enrolment Process***

Applications can be made in writing on the Enrolment Form and then sending it to PO Box 41650, Casuarina NT, 0811, or by completing the online registration form available at [www.foxedu.com.au/?q=courses](http://www.foxedu.com.au/?q=courses).

The Programs Manager assesses the application against the course 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 given the opportunity to provide further information.

Applicants who do not meet the course 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 course entry requirements will be contacted to undertake a pre course written assessment followed by an entry interview. Applicants will be sent a Letter of Offer confirming their place in the course. Following acceptance of the offer the applicant is sent information about enrolment explaining all aspects of their course including start date, payment options and details of student orientation.

#### **4.0 Publication**

- 4.1 This *Fair Treatment and Equal Benefits and Opportunity Policy* will be made available to Students and Potential Students through publication on the website: [www.fox.edu.au](http://www.fox.edu.au).