FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITIES POLICY AND PROCEDURE

1. Overview
Evocca College ("Evocca") will treat fairly all of its students and persons seeking to enrol with Evocca.

2. Access & equity
Evocca applies access and equity principles through all its policies and procedures to promote full and equal participation of all students in its courses, to foster an environment free of discrimination and harassment, and to assist students to identify and achieve their desired outcomes.

3. Pre-enrolment information
Evocca will ensure that prior to enrolment prospective students receive adequate information regarding the course, training, assessment, services and Commonwealth assistance provided by Evocca to enable them to make an informed decision about the suitability of the course and Evocca for their individual needs.

Evocca will provide clear information to each student, prior to enrolment in regards to:

- student selection, enrolment and orientation procedures;
- course information, including educational and vocational outcomes;
- fees and charges, including refund policy;
- VET FEE-HELP assistance (where applicable);
- provision for language, literacy and numeracy assistance;
- student support services;
- welfare and guidance services;
- flexible learning and assessment procedures;
- grievance and appeals procedures;
- disciplinary procedures;
- recognition of prior learning (RPL) arrangements and credit transfer.
4. **Fair treatment**

As a VET Provider Evocca will treat fairly:

a) all students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the *Higher Education Support Act 2003* ("the Act"); and

b) all persons seeking to enrol with Evocca 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.

5. **Equal benefits and opportunities**

As a VET Provider Evocca will have open, fair and transparent procedures that are based on merit for making decisions about:

a) the selection, from among persons who are, or would be, entitled to VET FEE-HELP assistance under subclause 45(1) of Schedule 1A of the Act and who seek to enrol with Evocca in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act; and

b) the treatment of students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act undertaking a VET course of study.

The above undertakings do not prevent Evocca taking into account, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced or the fact that the student may be enrolled via a VET restricted access arrangement.

6. **Student selection**

Students will be selected on merit based on the published criteria. Evocca 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 Evocca’s marketing material and on the Evocca College website for the information of students and persons seeking to enrol with Evocca.

Forming part of the application and enrolment process is the completion of an information session (IS) which assesses a student’s literacy and numeracy. Students are formally enrolled based on sufficient literacy levels required to complete their chosen study path and or a pre-enrolment test (PET)

6.1 **Entry Requirements**
Entry requirements for each of Evocca’s VET FEE-HELP enabled courses are as follows:

**BSB50207  Diploma of Business**
- There are no prerequisites for undertaking this qualification. Preferred pathways for candidates considering this qualification include:
  - achieving BSB40207 Certificate IV in Business or
  - with vocational experience of two (2) years in a range of work environments in senior support roles but without a qualification
  - management experience would be an advantage

Entry Requirement:
- Language, literacy and numeracy proficiency.
- Computer literate

**BSB51107  Diploma of Management**
- There are no prerequisites for undertaking this qualification. Preferred pathways for candidates considering this qualification include:
  - achieving BSB40807 Certificate IV in Frontline Management or
  - with vocational experience of two (2) years but without formal supervision or management qualification
  - management experience would be an advantage

Entry Requirement:
- Language, literacy and numeracy proficiency.
- Computer literate

**BSB60207  Advanced Diploma of Business**
There are no prerequisites for undertaking this qualification. Preferred pathways for candidates considering this qualification include:

- achieving BSB50207 Diploma of Business or
- with substantial vocational experience of two (2) years in a range of environments, acting in a range to senior support or technical roles
- management experience would be an advantage

Entry Requirement:

- language, literacy and numeracy proficiency.
- computer literate

FNS50210 Diploma of Accounting

Preferred pathways for candidates considering this qualification include:

- achieving FNS40610 Certificate IV in Accounting core units or FNS40604 Certificate IV in Accounting core units and
- with substantial vocational experience of two (2) years in a range of environments, acting in a range to senior support or technical roles
- accounting experience would be an advantage

Entry Requirement:

The entry requirement for this qualification is completion of the 9 units which comprise the core from the FNS40610 Certificate IV in Accounting

Or

Completion of the 10 units which comprise the core from the FNS40604 Certificate IV in Accounting.

The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).

- language, literacy and numeracy proficiency.
- computer literate

ICA50111 Diploma of Information Technology

There are no prerequisites for undertaking this qualification. Preferred pathways for candidates considering this qualification include:

- achieving ICA40111 Certificate IV in Information Technology, or
- with demonstrated vocational experience in a range of work environments using a wide range of information technologies.
- Information Communications Technology experience would be an advantage

Entry Requirement:

- language, literacy and numeracy proficiency
- computer Literate

ICA50211 Diploma of Digital and Interactive Games

There are no prerequisites for undertaking this qualification. Preferred pathways for candidates considering this qualification include:

- achieving ICA40911 Certificate IV in Digital and Interactive Games, or
- with demonstrated vocational experience in a range of work environments, such as digital media, games development, animation, graphics design or similar roles.
- Digital Communications Technology experience would be an advantage

Entry Requirement:
ICA50611  Diploma of Website Development
There are no prerequisites for undertaking this qualification. Preferred pathways for candidates considering this qualification include:
- achieving ICA40311 Certificate IV in Web-Based Technologies, or
- with demonstrated vocational experience in a range of work environments in a website development or management role, such as web developer, web programmer, web manager or equivalent.
- Digital Communications Technology experience would be an advantage
Entry Requirement:
- language, literacy and numeracy proficiency
- computer literate

ICA50911  Diploma of Digital Media Technologies
There are no prerequisites for undertaking this qualification. Preferred pathways for candidates considering this qualification include:
- achieving ICA40811 Certificate IV in Digital Media Technologies, or
- with demonstrated vocational experience in a range of work environments, such as digital media, games development, animation, graphics design or similar roles.
- digital Communications Technology experience would be an advantage
Entry Requirement:
- language, literacy and numeracy proficiency
- computer literate

CHC50612  Diploma of Community Services Work
To gain entry into CHC50612 Diploma of Community Services Work candidates must be competent in:
- CHCCS411C work effectively in the community sector
- HLTHIR403C work effectively with culturally diverse client and co-workers
OR:
- have sufficient relevant experience and knowledge of community work and/or community services.

CHC51712  Diploma of Counselling
Have sufficient relevant work experience to indicate likely success at this level of qualification in a job role involving:
- the self-directed application of knowledge with substantial depth in some areas
- the exercise of independent judgment and decision making
- the application of relevant technical and other skills

CHC51408  Diploma of Youth Work
Be recognized as competent, through a recognized training program or recognition process, against the following core units of competency from CHC41812 Certificate IV in Youth Work:
- CHCCOM40A use targeted communication skills to build relationships
- CHCCS400C work within a relevant legal and ethical framework
- CHCCS522B respond holistically to client issues and refer appropriately
• CHCYTH401B engage respectfully with young people
• CHCYTH402C work effectively with young people in the youth work context
• HLTHIR403C Work effectively with culturally diverse clients and co-workers
• HLTWHS300A a contribute to WHS processes
OR:
• have sufficient relevant youth sector experience and knowledge

SIT50112 Diploma of Travel and Tourism
It is strongly recommended that individuals entering this qualification hold a Certificate III in Tourism or Certificate III in Travel or Certificate III in Events or Certificate III in Hospitality.

Entry requirements to this qualification is open to individuals who are able to demonstrate tourism and travel industry knowledge, customer service and operational skills. The individual must either:
• 1/ be formally assessed through a training program or recognition process, against one of the unit clusters below.
• Events pathway
• Guiding pathway
• Inbound tour wholesaling pathway
• Retail travel and outbound wholesaling pathway
• Tourism Operations, office based pathway
• Visitor information services pathway
• 2/ have relevant tourism and travel industry employment experience. A job that has involved the application of skills described in one of the unit clusters would be a satisfactory indicator for entry. A determination need not involve a formal process of measuring, evaluating or recoding performance against the units of competency.

SIT50212 Diploma of Events
It is strongly recommended that those entering this qualification possess a certificate III qualification or vocational experience in events, or fields such as business, creative industries, hospitality, sport, travel or tourism. However this is not mandatory.

• There are no entry requirements for this qualification

6.2 Application
Individuals who seek to enrol in a course with Evocca must complete and submit the Application Form which is available upon enquiry. Applications must 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.

6.3 Assessment against published entry criteria
The Branch Manager 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.

Forming part of the application and enrolment process is the completion of an Info session (IS) which assesses a student’s literacy and numeracy. Students are formally enrolled based on sufficient literacy levels required to complete their chosen study path.

Applicants who do not meet the published entry requirements will be notified by the Branch Manager who will explain the reasons why they have not been offered a place in the course. Unsuccessful applicants have the right to appeal the decision and how to access the appeals process.

6.4 Offer & Acceptance

Applicants who meet the published entry requirements will be advised and have a date scheduled to complete their induction and orientation sessions to start their study. Students are also formally advised of their census dates.

7. Commonwealth assistance

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

8. Publication

This *Fair Treatment and Equal Benefits and Opportunities Policy and Procedure* will be made available to students and persons seeking to enroll with Evocca through publication in the Student Handbook and on the Evocca website (www.evoccacollege.com.au).