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

[ABN: 49 003 577 302 ACN: 003 577 302]

**Overview**
Kent Institute of Business and Technology ("the Institute") 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.

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

The Institute 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;
- provision for language, literacy and numeracy assistance;
- student support services;
- welfare and guidance services;
- flexible learning and assessment procedures;
- appeals and complaints procedures;
- disciplinary procedures;
- recognition of prior learning (RPL) arrangements and credit transfer.

**Fair Treatment**
As a VET Provider the Institute will treat fairly

a. all students who are, or would be, entitled to VET FEE-HELP assistance; and
b. all persons seeking to enrol with the College in a VET unit of study that meets the course requirements and who are, or would be, entitled to VET FEE-HELP assistance.
Equal benefits and opportunities

As a VET Provider the Institute 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 and who seek to enrol with the College in a VET unit of study that meets the course requirements; and
b. the treatment of students who are, or would be, entitled to VET FEE-HELP assistance undertaking a VET course of study.

The above undertaking does not prevent Kent Institute of Business and Technology 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.

Student Selection

Students will be selected on merit based on the published criteria. The Institute will ensure that throughout the process of selection and admission, applicants are treated fairly, courteously and expeditiously. Entry requirements and application procedures are published in the Institute’s marketing material and on the Institute’s website for the information of students and persons seeking to enrol with the Institute.

Selection and Admission procedure

Entry Requirements to Kent Institute Vocational Education courses

1. Academic Requirement: Minimum requirement is completion of Year 12 (NSW) or equivalent Australian or international qualification as recognised by NOOSR.

2. English Language Requirement: All applicants for admission to any Kent Institute Vocational Education program delivered either in Australia or overseas, who do not have an assessable qualification undertaken and assessed in English, must provide evidence that their English language ability meets the minimum requirements for admission.

Applicants will be deemed to have satisfied the English Language requirements if they can provide evidence that they meet one or more of the following criteria:

- Prior study in the medium of English:
  a. A degree from a recognised international university majoring in English language or English literature or wholly conducted in English medium;
  b. An English medium qualification at Year 12 (NSW) or above recognised by Australian educational authorities;
  c. English medium studies in years 11 and 12 including a pass in an English literature course.

- English language tests: the required evidence is an English proficiency test taken prior to enrolment, the minimum English language proficiency requirement is an IELTS score of 5.5
(General) with no band lower than 5.0 (or certified equivalent) undertaken no more than two years prior to the commencement of the program at Kent Institute.

<table>
<thead>
<tr>
<th>VET Courses at the Institute</th>
<th>Entry requirement and Prerequisite</th>
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<tbody>
<tr>
<td>BSB30107 Certificate III in Business</td>
<td>HSC Year 12 or 1 year minimum industry experience with good communication skills</td>
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<tr>
<td>ICA30111 Certificate III in Information, Digital Media and Technology</td>
<td>HSC Year 12 or 1 year minimum industry experience with good communication skills</td>
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<tr>
<td>BSB40207 Certificate IV in Business</td>
<td>HSC Year 12 or 1 year minimum industry experience with good communication skills or CIII in Business</td>
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<tr>
<td>BSB 41307 Certificate IV in Marketing</td>
<td>HSC Year 12 or 1 year minimum industry experience with good communication skills or CIII in Business</td>
</tr>
<tr>
<td>ICA40311 Certificate IV in Web –Based Technologies</td>
<td>ICA30111 CIII in Information, Digital Media and Technology</td>
</tr>
<tr>
<td>FNS40611 Certificate IV in Accounting</td>
<td>HSC Year 12 or 1 year minimum industry experience with good communication skills or Certificate III in Business</td>
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<tr>
<td>BSB50207 Diploma of Business</td>
<td>BSB40207 CIV in Business</td>
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<tr>
<td>BSB51207 Diploma of Marketing</td>
<td>BSB41307 CIV in Marketing</td>
</tr>
<tr>
<td>FNS50210 Diploma of Accounting</td>
<td>FNS40611 CIV in Accounting</td>
</tr>
<tr>
<td>ICA50611 Diploma of Website Development</td>
<td>ICA40311 CIV in Web-Based Technologies</td>
</tr>
<tr>
<td>ICA50911 Diploma of Digital Media Technologies</td>
<td>ICA40311 CIV in Web-Based Technologies</td>
</tr>
<tr>
<td>BSB60207 Advanced Diploma of Business</td>
<td>BSB50207 Diploma of Business</td>
</tr>
<tr>
<td>BSB60507 Advanced Diploma of Marketing</td>
<td>BSB51207 Diploma of Marketing</td>
</tr>
<tr>
<td>ICA60111 Advanced Diploma of Information Technologies</td>
<td>ICA50611 Diploma of Website Development or ICA50911 Diploma of Digital Media Technologies</td>
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**Admission Procedures**

Applicants should complete the Institute VET Enrolment Form and provide additional documents stated on the Enrolment Form to meet the course entry requirements as above.

In case of excess of applicants received than places available in the course provided by the Institute, the selection criteria will be based solely on the candidate's academic results. In case those results cannot be provided; industry experience will be taken into account which can be proved by reference letters and candidate's portfolio.

**Commonwealth Assistance**

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

**Publication**

This Fair Treatment and Equal Benefits and Opportunity Policy and Procedure will be made available to students and persons seeking to enrol with the Institute through publication on the website [www.kent.edu.au](http://www.kent.edu.au).