

## Student Entry Requirements – Equal and Fair Treatment Policy and Procedure

### Overview

The Australian Institute of Fashion Design Pty Ltd has fair and transparent procedures that the institute reasonably believes are based on merit for making decisions about the selection of students seeking to enrol in approved courses; and the treatment of such students.

### Definitions

For the purposes of this document the following applies:

**The Act** refers to the *VET Student Loans Act 2016*

**Approved Courses** refers to courses that meet the requirements under Division 3 Approved Courses, of the Act

**Students** refers to all persons enrolled in a unit of study or course and prospective students seeking to enrol in a VET unit of study that meets the course requirements under Division 2 Eligible students, of the Act

**Other requirements for approved course providers** – refers to Part 7 of the VET Student Loans Rules 2016, Subdivision F – Dealing with complaints.

**Institute** – refers to the Australian Institute of Fashion Design Pty Ltd.

**Secretary** – refers to the Secretarial official for the Department for Education and Training.

### Fair Treatment

The Australian Institute of Fashion Design Pty Ltd will treat fairly all Students and all Potential Students.

### Student Selection

The Australian Institute of Fashion Design Pty Ltd 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 or course with the Australian Institute of Fashion Design Pty Ltd, 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.

The above paragraph does not prevent the Australian Institute of Fashion Design Pty Ltd 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.

As a provider of Vocational Education and Training (VET), the Australian Institute of Fashion Design Pty Ltd does not require students to have any specific prior knowledge or a particular University Admissions Index (UAI) for entry into our Diploma and Advanced Diploma level qualifications.

All students will be assessed for their academic suitability for the individual course they have applied for and the Australian Institute of Fashion Design Pty Ltd requires that all prospective students supply:

- A copy of a Senior Secondary Certificate of Education that has been awarded by a State or Territory for the student's completion of year 12; and/ or
- Evidence that the student has been assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an approved assessment tool and the Institute believes that the student displays competence; and/ or
- Evidence that the student has completed a Certificate 4 or above in the Australian Qualifications Framework and that the course was delivered in English.

The institute will make the results of the student's reading and numeracy assessment available to the Secretary, in the form, manner and by the time requested by the Secretary.

### Selection and Admission procedure

1. Students and persons seeking to enrol should complete the Institute Application Form available from the web site. Applicants should ensure:
  - a. they have any and all necessary documentation to support their application;
  - b. demonstrate that they meet the entry requirements for their chosen course;
  - c. if required to provide copies of previous qualifications, applicants must provide either original copies of transcripts from the originating institution, or should provide verified copies
2. Students and persons seeking to enrol should attend a face to face or phone interview, and include with their completed application form:
  - a. Supporting documentation (e.g. Australian passport or citizenship document, academic transcript, etc.);
3. The Admissions Officer assesses the application against the published entry requirements (refer Appendix A). 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.
4. To secure a place in the course, students will need to:
  - a. Submit a signed *Enrolment Agreement*
  - b. Complete an approved assessment tool for the Australian Core Skills Framework and achieve competent at or above Exit level 3 in both reading and numeracy
  - c. The Institute will provide students with the results of their assessment in reading and numeracy as soon as practicable after the assessment
  - d. Make arrangements for payment and/ or submit Request for VET Student Loan ecaf.
  - e. Students will receive a confirmation of enrolment and information for their first day of study.

### Publication

This Student Entry Requirements – Equal and Fair Treatment Policy and Procedure will be made available to students and persons seeking to enrol with the Institute through publication in the Student Handbook and on the Institute's website ([www.aicd.edu.au](http://www.aicd.edu.au)).

## Version control, Approval and Review

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Changed document header to new branding and updated Course entry requirements to cover all courses covered by VET FEE-HELP.		
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Added in references to VET Student Loan Rules 2016, added points required under Part 7 – other requirements for approved course providers Subdivision C – Course enrolment. Changed the name of the document to <b>Student Entry requirements – Equal and Fair Treatment</b> .		

## Appendix A: Course Entry Requirements

COURSE CODE AND NAME		COURSE ENTRY REQUIREMENTS	
		Formal education or work/life experience	Prerequisites
MST50116	Diploma of Applied Fashion Design and Merchandising	<p>To enrol into the Diploma of Applied Fashion Design and Merchandising the applicant should have completed their secondary schooling, have a good understanding of practical mathematics, be creative with some experience of sewing or making 3 dimensional pieces, have good computer skills, be able to use the internet for research, and use a range of office software such as spreadsheets, email, and presentation software such as PowerPoint and be able to answer yes to most of the points below:</p> <ul style="list-style-type: none"> <li>• Do you love fashion and imagine your own creations?</li> <li>• Do you love to draw and create?</li> <li>• Do you have a good eye for detail?</li> <li>• Do you have good hand-eye coordination?</li> <li>• Do you have good time management skills?</li> </ul>	There are no prerequisites for entry into this qualification.
MSF50213	Diploma of Interior Design and Decoration	<p>To enrol into the Diploma of Interior Design and Decoration the applicant should ideally have completed their senior schooling, have a good understanding of practical mathematics, have good computer skills, be able to use the internet for research, and use a range of office software such as spreadsheets, email, and presentation software such as PowerPoint as well as answering yes to most of the questions below:</p> <ul style="list-style-type: none"> <li>• Do you love colour and texture?</li> <li>• Do you have good organisational skills?</li> <li>• Are you able to imagine spaces?</li> <li>• Do you understand the concepts of scale and size?</li> <li>• Do you have good communication skills?</li> <li>• Are you good at problem solving and lateral thinking?</li> <li>• Are you interested in designing and decorating domestic interiors?</li> </ul>	There are no prerequisites for entry into this qualification.

MSF60113	Advanced Diploma of Interior Design	<p>To enrol into the Advanced Diploma of Interior Design the applicant should ideally have completed their senior schooling, have a good understanding of practical mathematics, have good computer skills, be able to use the internet for research, and use a range of office software such as spreadsheets, email, and presentation software such as PowerPoint as well as answering yes to most of the questions below:</p> <ul style="list-style-type: none"> <li>• Do you love colour and texture?</li> <li>• Do you have good organisational skills?</li> <li>• Are you able to imagine spaces?</li> <li>• Do you understand the concepts of scale and size?</li> <li>• Do you have good communication skills?</li> <li>• Are you good at problem solving and lateral thinking?</li> <li>• Do you want to design large scale and commercial projects?</li> </ul>	There are no prerequisites for entry to this qualification.
SHB50115	Diploma of Beauty Therapy	<p>To enrol into the Diploma of Beauty Therapy the applicant does not have to have completed their senior secondary schooling but must have a passion for helping others, have a pleasant and caring manner, have good interpersonal skills, and have moderate computer skills as well as answering yes to most of the points below:</p> <ul style="list-style-type: none"> <li>• Are you a caring person who loves delighting the senses?</li> <li>• Do you love working with people and helping them achieve their goals?</li> <li>• Do you have good hand-eye coordination?</li> </ul>	There are no prerequisites for entry to this qualification.
CUA50915	Diploma of Photography Photo Imaging	<p>To enrol into the Diploma of Photography and Photo Imaging the applicant does not have to have completed their senior secondary schooling but must have the conceptual, technical and organisational skills to use of a range of professional digital and/or film cameras and accessories to produce a folio of photo imaging work that demonstrates the ability to respond effectively to different photo imaging challenges and requirements; as well as answering yes to most of the questions below:</p> <ul style="list-style-type: none"> <li>• Have you got an eye for colour and light?</li> <li>• Do you have an eye for detail and</li> </ul>	There are no prerequisites for entry to this qualification.

		<p>artistic flair?</p> <ul style="list-style-type: none"> <li>Do you have an understanding of photographic equipment and settings and can explain terms like aperture?</li> <li>Do you have a body of photographic work you can bring in and discuss?</li> </ul> <p>The skills and knowledge may have been acquired through personal or work experience, or through formal study.</p>	
CUA51015	Diploma of Screen and Media) Specialist Make-up Services	<p>To enrol into the Diploma of Screen and Media the applicant does not have to have completed their senior secondary schooling but must have sound computer skills to use the internet as a research tool as well as answering yes to most of the questions below:</p> <ul style="list-style-type: none"> <li>Do you have artistic ability and good colour perception?</li> <li>Are you patient and tactful?</li> <li>Do you have good communication skills?</li> <li>Are you good at practical tasks and have good hand-eye coordination?</li> <li>Do you have an interest in make-up and transformation?</li> </ul>	There are no prerequisites for entry to this qualification.
CUA51115	Diploma of Visual Arts	<p>To enrol into the Diploma of Visual Arts the applicant does not have to have completed their senior secondary schooling but must be able to demonstrate the technical and organisational skills to conceptualise and create works in selected medium which may have been acquired through experience in creative practice or through formal study, bring in a body of work to discuss, have good computer skills, be able to use the internet for research, and use a range of software such as word and presentation software such as PowerPoint as well as answering yes to most of the questions below:</p> <ul style="list-style-type: none"> <li>Do you love colour and design?</li> <li>Have you worked with some form of creative media such as photography, painting, drawing, ceramics, sculpture or some other artistic media?</li> <li>Do you have a body of creative work that you have put together?</li> <li>Have you kept visual diaries and documented your work?</li> <li>Can you talk about the creative process, your inspiration and what your work communicates?</li> </ul>	There are no prerequisites for entry to this qualification.