

## ENROLMENT AND EQUAL AND FAIR TREATMENT OF STUDENTS

Melbourne College of Hair and Beauty (MCOHB) 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.

### 1.0 Fair Treatment

1.1 MCOHB will treat fairly all Students and Potential Students.

### 2.0 Student Selection

2.1 MCOHB 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.

2.2 Potential Students seeking to enrol in a VET unit of study with MCOHB, 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.

2.3 The above undertakings do not prevent MCOHB 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.

2.4 Entry requirements for MCOHB courses.

All students MUST be academically suited for the courses. To be assessed as academically suited for a VET Student Loan course, you must provide either:

- A copy of your Australian Senior Secondary Certificate of Education (year 12 Certificate), or
- Display competence at or above Exit Level 3 in the ACSF in both reading and numeracy, or
- Provide a certificate of a qualification at level 4 or above in the Australian Qualifications Framework, or
- Undertake a Language Literacy and numeracy assessment with MCOHB.

## 2.5 Application and Enrolment Process

Applications can be made by completing an enrolment application form. Applicants can obtain the form from MCOHB's website: <https://www.mcohb.com.au/enrol/vet-loans/>.

The Vice-Principal 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, the applicant will be contacted and given the opportunity to provide further information.

Applicants who do not meet the published 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 published entry requirements will be sent a Letter of Offer confirming their place in their chosen 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.

## 3.0 Publication

3.1 This Fair Treatment and Equal Benefits and Opportunity Policy will be made available to Students and Potential Students through publication on the website:

<https://www.mcohb.com.au/enrol/vet-loans/>.