

FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITIES POLICY AND PROCEDURE

1. Overview

QPIX Ltd ("QPIX") will treat fairly all of its students and persons seeking to enrol with QPIX.

2. Access & equity

QPIX 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

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

QPIX 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 QPIX 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 QPIX 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 QPIX 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 clause 43 of Schedule 1A of the Act and who seek to enrol with QPIX 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 QPIX 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. QPIX 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 QPIX's marketing material and on QPIX's website for the information of students and persons seeking to enrol with QPIX.

6.1 Selection and admissions process

6.1.1 Entry requirements

- Satisfactory completion of Year 10 and is 18 years of age or over.

OR

Mature age entry (21 years of age or over) with relevant work experience and/or previous acceptable qualifications that are reviewed at course interview.

- Basic entry-level computer skills (ability to word process, write and read emails and use the internet) to be demonstrated at course interview.
- Applicants must demonstrate an interest in and suitability for work in the screen and media field by preparing a pre-selection kit for the QPIX admissions officer. (A pre-selection kit listing required documentation and evidence for a course interview is available for download at www.qpix.org.au)

6.1.2 Application

Individuals who seek to enrol in a course with QPIX must complete and submit an *Application Form with prepared pre-selection kit* available from the QPIX web site at www.qpix.org.au or QPIX student admissions officer at 22 Warwick St, Annerley, Qld. Applications with pre-selection kit may be submitted as indicated on the QPIX Application Form. The application should include evidence that the applicant meets the published entry requirements for their chosen course.

6.1.3 Assessment against published entry criteria

An Enrolling Officer assesses the application and pre-selection kit 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 with supporting pre-selection kit, 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.

6.1.4 Offer

Applicants who meet the published entry requirements will be sent a letter offering them a place in their chosen course and instructions on how to accept the offer.

6.1.4 Acceptance

Applicants accept the offer of a place in the course by signing and returning a copy of the offer letter as directed. Once an offer is accepted, the applicant is enrolled in their chosen course and sent a confirmation of enrolment letter with details about the course and arrangements for student orientation.

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 enrol with QPIX through publication in the Student Handbook and on QPIX's website (www.qpix.org.au).

9. Version control

Document: Fair Treatment and Equal Benefits and Opportunities Policy and Procedure		
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