

# Fair Treatment and Equal Opportunity Policy

## 1. POLICY STATEMENT

Brighten Institute Australia will treat fairly all of its students and persons seeking to enrol with Brighten Institute Australia.

## 2. PURPOSE

Brighten Institute Australia applies access and equity principles throughout all of its policies and procedures to promote full and equal participation for 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. PROCEDURE

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

Brighten Institute Australia will provide clear information to each student, prior to enrolment in relation 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
- Grievance and appeals procedures
- Disciplinary procedures
- Recognition of prior learning (RPL) arrangements and credit transfer

## 4. STUDENT SELECTION

Students will be selected on merit based on the published criteria. Brighten Institute Australia will ensure that throughout the process of enrolment, applicants are treated fairly, courteously and expeditiously.

Entry criteria and enrolment procedures are published in Brighten Institute Australia marketing material and on Brighten Institute Australia's website for the information of students and persons seeking to enrol with Brighten Institute Australia.

### 4.1 Entry Requirements

Entry requirements for each of Brighten Institute Australia Vet courses are as follows:



**Course entry:** Year 12 or equivalent AND over 18 years of age

**English Language Requirements:**

All applicants are required to pass the Course Suitability Assessment. This is mapped to the Australian Core Skills Framework (ACSF).

For this course, the following ACSF skill levels are required:

- Learning 3
- Numeracy 3
- Reading 3
- Oral Communication 3
- Writing 3

Undertake Language, Literacy and Numeracy (LLN) testing and demonstrate competency at exit level 3 in the ACSF in both reading and numeracy.

Students with a profile (ACSF skill level below 3) may still be accepted on a case-by-case basis, and will receive support in their studies in the required areas.

**Language and literacy skills:** At a level that enables you to access, analyse, interpret, understand and use range of information and data (including legislation, compliance documents, workplace operating system materials and performance data), to write a variety of complex business documents including policies, procedures, plans, reviews, opinions and reports, and to communicate with and provide quality feedback to others in a variety of contexts.

**Numeracy skills:** At a level that enables you to read, understand, prepare and analyse budgets, forecasts, performance indicators and business-related statistics and measurements, and to allocate, monitor and evaluate timeframes, and financial and other resources required to implement project, risk management, WHS and other business-related plans

**Technology skills:** To conduct online research using a web browser (e.g. Internet Explorer, Firefox) and to use a variety of software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word, PowerPoint), and analyse information and data (e.g. Microsoft Excel)

**The ability to research information and data from a variety of sources**

**4.2 Enrolling at Brighten Institute Australia Institute**

Individuals who seek to enrol in a course with Brighten Institute Australia must complete and submit the enrolment form which is available on-line at the Brighten Institute Australia website; [www.brighten.edu.au](http://www.brighten.edu.au)

The enrolment should include evidence that the applicant meets the published entry requirements, for their chosen course.

**4.3 Assessment against Published Entry Criteria**

The Academic Manager assesses the enrolment against the published entry requirements. Where the enrolment 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.



#### 4.4 Offer and Acceptance

The enrolment will be further reviewed and if all the course and identity document requirements are met, the applicant will be offered a place in their chosen qualification.

Once Brighten Institute Australia receives the acceptance of the terms and conditions, the enrolment will be completed in the chosen course and Brighten Institute Australia will provide the student with their schedule to complete the orientation process, and commence studying.

#### 5. COMMONWEALTH ASSISTANCE

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

#### 6. PUBLICATION

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