

LATROBE COLLEGE OF ART AND DESIGN

Policy

EQUAL & FAIR TREATMENT

VET Student Loan Rules 2016, Part 7 Section 84

Policy

To outline LCAD's commitment to ensuring that all prospective students are treated equally and fairly in the enrolment process for approved courses, in line with Section 84 of the VET Student Loans Rules 2016.

This policy applies to all individuals seeking to enrol in approved courses at LCAD, as well as to all staff involved in student recruitment, selection, and enrolment processes.

LCAD is committed to:

- Providing equal and fair treatment to all prospective students.
- Maintaining open, fair, and transparent procedures for the selection and treatment of students.
- Ensuring selection decisions are based on merit while allowing for reasonable and legitimate restrictions in cases of employer or industry-based training arrangements.

LCAD does not discriminate unlawfully in its enrolment processes based on age, disability, gender identity, race, religion, sexual orientation, or socio-economic background.

Principles

Equal and Fair Treatment

All prospective students:

- Have access to clear and publicly available information about entry requirements and application processes.
- Are assessed against the same online published criteria for selection into courses.
- Are provided with reasonable adjustments or support during the enrolment process, where appropriate.

Open and Transparent Procedures

- Course information, including prerequisites, availability, fees, and selection processes, is published on the LCAD website and in all relevant enrolment materials.
- Decisions are documented and, where applicable, reasons for non-selection are made available upon request.

Merit-Based Decisions

- Admission into approved courses is based on an individual's ability to meet course entry requirements and demonstrate academic suitability (as per Section 80).

- Where demand exceeds available places, LCAD may apply additional merit-based selection criteria, such as portfolio review, interview performance, or prior learning.

Arrangements with Employers or Industry Bodies

In cases where enrolment is linked to a training agreement between LCAD and an employer or industry body, LCAD:

- May limit or restrict enrolment places in accordance with the agreement;
- Ensures such arrangements are documented, transparent, and communicated to affected applicants.

Procedures

Enrolment Process

- Application - students complete an online application form.
- Application review - Applications are assessed based on published course entry requirements.
- The student is required to submit a copy of their Australian state-based year 12 certificate, or Certificate IV or above qualification, or complete a LLND assessment with a level 3 pass or above.
- Interview/portfolio (if applicable) - Where part of the selection process, applicants may be invited to submit a portfolio or attend an interview.
- Notification - Applicants are notified of the outcome within a reasonable timeframe.
- Appeals - unsuccessful applicants are informed of the reason and offered access to the college's complaints process if they feel they have been unfairly treated.

Special Arrangements with Employers/Industry

- Where courses are delivered under specific agreements that limit the number of places, this will be communicated during the application process.
- Students not eligible for those restricted places may still be considered for open enrolment positions (if available).

Responsibilities

See Organisation Chart

Complaints and Appeals

Any applicant who believes they have been unfairly treated during the enrolment process may lodge a complaint via the college's Complaints and Appeals procedure. All complaints will be handled in a confidential, fair, and timely manner.

Review and Continuous Improvement

- This policy will be reviewed annually or sooner if changes in legislation or organisational practices require.
- Feedback from applicants and staff involved in enrolment will inform updates and improvements.

Related Documents

- LCAD website course information / brochure
- LCAD Complaints and Appeals Procedure
- LCAD Academic Suitability and Entry Procedure
- Employer/Industry Training Agreements

Subdivision C—Course enrolment

84 Equal and fair treatment of students seeking to enrol

- (1) An approved course provider's processes and procedures must provide for equal and fair treatment of all students seeking to enrol in an approved course.
- (2) An approved course provider must have open, fair and transparent procedures that the provider reasonably believes are based on merit for making decisions about:
 - (a) the selection of students seeking to enrol in approved courses; and
 - (b) the treatment of such students.This does not limit subsection (1).
- (3) Subsection (2) does not prevent the procedures from allowing the approved course provider to take into account that a student may be enrolled in an approved course in accordance with an arrangement that:
 - (a) was entered into between the provider and an employer or industry body; and
 - (b) limits or restricts enrolments in some or all of the places in the course

