

## Fair Treatment and Equal Benefits and Opportunity Policy and Procedure

### Overview

The Australian Institute of Fashion Design Pty Ltd 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.

### Definitions

For the purposes of this document the following applies:

**The Act** refers to the *Higher Education Support Act 2003*

**Student/s** refers to all persons enrolled in a unit of study who are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act; and

**Potential Students** refers to all persons seeking to enrol 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.

### 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 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. International students must be 18 years of age at the time of

applying and demonstrate proficiency in English to IELTS Band score of 5.5 with the IELTS Test conducted not more than 24 months before the day on which the application is made.

### Selection and Admission procedure

1. Students and persons seeking to enrol should complete the AICD Application Form available from the web site. They may also arrange to visit our campuses. 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 include with their completed applications form:
  - a. A personal statement indicating their special areas of interest that relates to their chosen course, any related experience they may have, and why they wish to do the course (one page limit);
  - b. Supporting documentation (e.g. Australian passport or citizenship document, academic transcript, etc.);
  - c. A checklist of necessary information is included in the application forms.
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. If the application is successful, the AICD will send a *Letter of Offer* and information on how to pay the tuition fee.
5. To secure a place in the course, students will need to:
  - a. Submit a signed *Student Contract*
  - b. Make arrangements for payment or complete a VET FEE-HELP Application Form
  - c. Students will receive a *Student Welcome Pack* with confirmation of enrolment and information of their Orientation Day.

### Publication

This Fair Treatment and Equal Opportunity 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.aicdedu.com.au](http://www.aicdedu.com.au)).

## Version control, Approval and Review

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Implementation Date: TBA when VET FEE-HELP approved	Review Date: Annually	
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Modification History: Changed document header for consistency with other documents.		
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Implementation Date: 2 <sup>nd</sup> February 2016	Review Date: Annually	
Changed document header to new branding and updated Course entry requirements to cover all courses covered by VET FEE-HELP.		



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 National Provider # 31301  
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 ABN: 99 115 686 014

## Appendix A: Course Entry Requirements

COURSE CODE AND NAME		COURSE ENTRY REQUIREMENTS	
		Formal education or work/life experience	Prerequisites
LMT60307	Advanced Diploma of Applied Fashion Design & Technology	<p>To enrol into the Advanced Diploma of Applied Fashion Design and Technology the applicant should have completed their secondary schooling, have a good understanding of practical mathematics be creative with a 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.
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> </ul>	There are no prerequisites for entry to this qualification.

COURSE CODE AND NAME		COURSE ENTRY REQUIREMENTS	
		Formal education or work/life experience	Prerequisites
LMT60507	Advanced Diploma of Fashion and Textiles Merchandising	<p>To enrol into the Advanced Diploma of Fashion and Textiles Merchandising the applicant should have completed their secondary schooling, have a good understanding of practical mathematics, have a broad interest in the fashion industry, 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 fashion accessories?</li> <li>• Do you have a sense for what people want to wear?</li> <li>• Does the business and marketing of fashion appeal more than the designing and drawing of it?</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.
CUV50411	Diploma of Photo Imaging	<p>To enrol into the Diploma of Photo Imaging the applicant does not have to have completed their senior secondary schooling but must be able to demonstrate photo imaging skills that support learning at Diploma level including good computer skills. In particular, they must be able to provide evidence of their ability to:</p> <ul style="list-style-type: none"> <li>• produce a body of photo imaging work demonstrating the ability to respond effectively to different photo imaging challenges and requirements, and the capacity to refine concepts and images in line with current industry standards</li> <li>• engage with the design process by developing solutions through research,</li> </ul>	There are no prerequisites for entry to this qualification.



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		Formal education or work/life experience	Prerequisites
		reflection and the generation and refinement of ideas <ul style="list-style-type: none"> <li>• apply knowledge of the photo imaging industry, its trends and traditions</li> <li>• apply technical photo imaging knowledge and skills, including:                             <ul style="list-style-type: none"> <li>○ use of a range of professional digital and / or film cameras and accessories for image capture</li> <li>○ selection and use of professional camera and lighting equipment for a range of subjects in different physical environments</li> <li>○ enhancement and manipulation techniques using current industry standard software</li> <li>○ use of electronic processing techniques.</li> </ul> </li> </ul> as well as answering yes to most of the questions below: <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 artistic flair?</li> <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> The skills and knowledge may have been acquired through personal or work experience, or through formal study.	
CUF50407	Diploma of Specialist Make-up Services	To enrol into the Diploma of Specialist Make-up Services 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: <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> </ul>	There are no prerequisites for entry to this qualification.



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		Formal education or work/life experience	Prerequisites
		<ul style="list-style-type: none"> <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>	
10428NAT	Diploma of Styling (Fashion, Image and Media)	<p>To enrol into the Diploma of styling (Fashion, Images and Media) the applicant does not have to have completed their senior secondary schooling but must 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, have an eye for detail, have good interpersonal skills as well as answering yes to most of the questions below:</p> <ul style="list-style-type: none"> <li>• Do you have good communication skills?</li> <li>• Do you have a love of fashion and love to dress people to look their best?</li> <li>• Do you have good organisational and time management skills?</li> <li>• Are you creative and express it individually?</li> <li>• Do you keep up with what is happening in the design and world of style?</li> </ul>	There are no prerequisites for entry to this qualification.
CUV50111	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 skills and knowledge from the units CUVPRP401A Realise a creative project as listed below, 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</li> </ul>	There are no prerequisites for entry to this qualification.



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		Formal education or work/life experience	Prerequisites
		<p>communicates?</p> <p>CUVPRP401A Realise a creative project</p> <p>Required skills:</p> <ul style="list-style-type: none"> <li>engage with others about conceptual and technical issues in creative work</li> <li>develop ideas and skills from exploration and experimentation</li> <li>recognise and act on opportunities for refinement</li> <li>receive and integrate constructive criticism from others</li> <li>engage in an ongoing process of skills development</li> <li>interpret information dealing with complex or abstract ideas</li> <li>document work in ways that communicate processes and ideas</li> <li>research and evaluate source materials for the development of ideas</li> <li>calculate project costs</li> <li>identify and respond to conceptual and technical issues in creative work</li> <li>organise a creative project</li> <li>apply and adapt specialised skills relevant to the particular creative form</li> </ul> <p>Required knowledge:</p> <ul style="list-style-type: none"> <li>relationship between technique, materials and process in the relevant creative form</li> <li>historical and contemporary references in chosen area of practice</li> <li>typical problems that occur during the development of a creative project, and how to avoid or resolve them</li> <li>commonly used research methodologies for creative practitioners</li> <li>current and emerging practices for documenting work in a creative context</li> <li>basic project management techniques, particularly in relation to work planning, time management and resource management</li> <li>intellectual property issues and legislation associated with professional creative</li> </ul>	





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		Formal education or work/life experience	Prerequisites
		practice <ul style="list-style-type: none"> <li>• sustainability issues associated with the tools and materials used in the chosen creative form</li> <li>• OHS procedures in relation to chosen creative form</li> </ul> The skills and knowledge may have been acquired through personal or work experience, or through formal study.	