

## **Evolution Hospitality Institute**

### **Access, Equity & Student Selection**

### **Policy and Procedure**

#### **Objective**

This policy describes the practices and procedures by which Evolution Hospitality Institute will ensure the compliance with the relevant equal opportunity legislation which are detailed within this policy. Evolution Hospitality Institutes Access and Equity Policy acknowledges its legal obligations under the relevant State and Territory equal opportunity laws, to ensure that our working and teaching practices are fair and equitable, and our learning environment non-discriminatory.

#### **Scope**

This policy applies to all students, staff and clients of Evolution Hospitality Institute including:

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- those who are, or are seeking to be, enrolled with Evolution Hospitality Institute
- those who are, or would be, eligible for VET Fee Help assistance
- those who are not eligible for VET Fee Help assistance

#### **Responsible Parties**

The CEO is responsible for the control and issuance of this policy (this may be delegated).

#### **Procedure**

Evolution Hospitality Institute will meet the needs of individuals and the community through the integration of access and equity guidelines. We will ensure that Access and Equity principles for all people are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination.

We will increase opportunities for people to participate in the vocational education and training system, and in associated decisions, which affect their lives. Evolution Hospitality Institute prohibits discrimination towards any group or individual in any form, inclusive of:

- Gender
- Pregnancy
- Race, colour, nationality, ethnic or ethno-religious background
- Marital status
- Homosexuality (male or female, actual or presumed)
- Age (in relation to compulsory retirement)

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## **Review**

The CEO will review the policy annually or earlier. Should there be relevant amendments to the respective Act or changes to the operation of Evolution Hospitality Institute or educational environment, these changes will be analysed and updated in the policy.

## **Fair treatment and equal opportunity**

Evolution hospitality institute ensures fair treatment and equal opportunity to all existing and potential students through open, fair and transparent selection procedures. All students, regardless of background, circumstance or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same process. Entry requirements for each specific course offered by the Evolution Hospitality Institute can be viewed at [www.evolution.edu.au](http://www.evolution.edu.au)

All students who are eligible for funding under government loan schemes or programs, [eg VET Fee Help] will be advised of this right on application or interview for entry. Applicants will neither be advantaged nor disadvantaged by their eligibility for any loan scheme or program. All assessment from entry to the end of the course of study will be based on merit on an individual, case to case basis.

Applicants who are refused entry to a course have the right to appeal this decision to the Principal of the appropriate campus and then to the CEO, if the response is not satisfactory, they are entitled to ask for a written explanation as to the grounds for refusal of entry. Evolution hospitality institute actively promotes equity in, access to, and participation in, vocational education and training. It applies the principle of 'reasonable accommodation' in providing support for students from equity groups. This support is provided on an individual, case by case basis.

## **Student Selection**

Students will be selected on their capacity to benefit from the nominated course. This will be done through:

- Meeting of all published entry and prerequisite requirements
- Review of previous studies and experience as submitted in the application
- In addition should a surplus of applicants meet the necessary standard, places will be awarded on a first come, first served basis

## **Selection/Admission Standards**

Students who apply for entry to Evolution Hospitality Institute do so by fair and open procedures with published criteria outlining entry requirements for all courses. The principles upon which selection/admission decisions are made are stated clearly in Evolution Hospitality Institute brochures and on the website [www.evolution.edu.au](http://www.evolution.edu.au).

Information on student support and welfare services is available via Design College Australia's website and in the Student Handbook.

The Student Enrolment Officer and/or Evolution Hospitality Institute's staff advise potential students in a professional, ethical and responsible manner and do not provide potential students with false or misleading information or advice. The

Student Enrolment Officer provides potential students with a prospectus and/or link to relevant Evolution Hospitality Institute website prior to a student being accepted to a course.

## **Entry Requirements for Vocational Educational Courses**

Minimum entry requirements for entry into VET Certificate, Diploma and Advanced Diploma courses are published on Evolution Hospitality Institute's website [www.evolution.edu.au](http://www.evolution.edu.au), in the prospectus and in the training and assessment strategy for each course.

### **Associated documents:**

- Student Enrolment Form\_form\_C
- Student Handbook
- Student Prospectus
- Complaints and Appeals Policy and Procedure\_GR
- Code of Practice\_COP
- VQF Quality Management System (form VQFQMS)

### **Policy developed by:**

Refer to: SNR 5  
Responsible Manager: Academic Manager  
Approved by:

Policy endorsed by: [Training Manager and CEO]

Issued: ..... / ..... / ..... to be revised by: ..... / ..... / .....

Summary of changes:



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