

### 1. Background

Sydney Institute of Health Sciences Pty Ltd trading as Sydney Institute of Traditional Chinese Medicine (“SITCM”) will treat fairly all of its students and persons seeking to enrol with SITCM through all its policies and procedures.

SITCM is committed to full and equal educational benefits and opportunities for all its enrolled and prospective students. All applicants, regardless of background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same process.

### 2. Relationship to the Higher Education Support Act 2003

#### 2.1 Higher Education Courses

As a Higher Education Provider SITCM will have open, fair and transparent procedures that are based on merit for making decisions about:

- a) the selection, from among persons who seek to enrol with SITCM in a unit of study; and
- b) the treatment of students undertaking a unit study.

The above undertakings do not prevent SITCM taking into account, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced.

#### 2.2 VET FEE-HELP or VET Student Loans Enabled Courses

As a Registered Training Organisation SITCM will treat fairly:

- a) all students, including those who are, or would be, entitled to VET FEE-HELP or VET Student Loans assistance under clause 43 of Schedule 1A of the *Higher Education Support Act 2003* (“HESA”) and the *VET Student Loans Act 2016* respectively; and
- b) all persons seeking to enrol with SITCM in a VET unit of study.

SITCM 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 HESA and who seek to enrol with SITCM in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of HESA; and
- b) the selection, from among persons who are, or would be, entitled to VET Student Loans assistance under Division 2 of the *VET Student Loans Act 2016* and who seek to enrol with SITCM in a VET Student Loans approved course; and
- c) the treatment of students, including those who are, or would be, entitled to VET FEE-HELP or VET Student Loans assistance under clause 43 of Schedule 1A of HESA and the *VET Student Loans Act* undertaking a VET unit of study.

The above undertakings do not prevent SITCM 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.

### **3. Commonwealth assistance**

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

### **4. Student selection**

Students will be selected on merit based on the published criteria. SITCM 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 SITCM's marketing material and on SITCM's website for the information of students and persons seeking to enrol with SITCM.

#### **4.1 Entry criteria**

##### **HLT52015 Diploma of Remedial Massage and HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage**

Applicants are required to demonstrate that they meet the entry requirements in at least one of the following categories:

- Successful completion of the NSW Higher School Certificate or an equivalent senior secondary qualification interstate or overseas for the applicant's completion of year 12.
- If an applicant does not hold a NSW Higher School Certificate or an equivalent senior secondary qualification either interstate or overseas, they must undertake a Language, Literacy and Numeracy (LLN) test to determine the applicant's academic suitability to undertake the course as specified in SITCM's *Entry Requirements Procedure*.
- Successful completion of a qualification at level 4 or above in the Australian Qualifications Framework for the applicant's completion of that course delivered in English.
- There is also a provision for applicants who are new to the industry to undertake a face-to-face interview to assess their suitability for the course, including aptitude to undertake the required studies.

##### **Bachelor of Traditional Chinese Medicine**

Applicants are required to demonstrate that they meet the following entry requirements:

- Successful completion of Year 12 or equivalent with an ATAR of 70 with a minimum performance band 4 or equivalent in English; or
- Satisfactory completion of an approved Tertiary Preparation Program, Tertiary Orientation Program, or a Foundation Year Program offered by a university, an accredited institution of higher education or a Registered Training Organisation; or
- Admission to candidature for an undergraduate degree at an Australian University.

Applicants are expected to have a keen interest in health care, especially in Traditional Chinese Medicine, and are required to undertake an interview to demonstrate their aptitude to undertake the required studies.

Successful applicants must be 18 years of age or over at the time that they commence the course.

#### **4.2 Selection process**

All enrolment applications are to be made on the form provided with the information kit containing Student Manual, Code of Practice and SITCM Information Brochure.

Following a review of the application against the published entry criteria (as shown above) each applicant will be asked to attend an interview.

Applicants have met the published entry requirements and satisfied SITCM of their aptitude to undertake the required studies will be accepted as candidates in their chosen course.

Successful applicants are required to complete a Prohibited Persons Declaration and Criminal Record Check Clearance (please refer to NSW Health student clearances for clinical placements <http://www.health.nsw.gov.au/audit/students>).

Applicants who are refused entry to a course have the right to appeal this decision by using SITCM's grievance procedures and to receive a written explanation as to the grounds for refusal of entry.

## 5. Publication

These *Fair Treatment and Equal Benefits and Opportunities Procedures* will be made available by publication in the Student Manual available in hard copy in the SITCM library and on SITCM's website ([www.sitcm.edu.au](http://www.sitcm.edu.au)).

## 6. Version control

Document: Fair Treatment and Equal Benefits and Opportunities Procedures		
Procedure Owner: Executive Management Group		
Procedure Developer/Reviewer: CEO	Version 4.0	Date: 8 May 2017

### Version History

Version	Authorised by	Approval Date	Details
1.0	Executive Management Group	11 July 2012	Document creation
2.0	Executive Management Group	16 January 2014	Regular review (no amendments)
3.0	Executive Management Group	14 January 2016	Regular review (no amendments)
3.1	CEO	8 May 2017	Minor to be in line with the <i>VET Student Loans Rules 2016</i>