



SYDNEY FILM SCHOOL

FAIR TREATMENT AND EQUAL OPPORTUNITY PROCEDURES

1. Overview

The Sydney Film School ("the School") will treat fairly all of its students and persons seeking to enrol with the School.

2. Access & Equity

The School applies access and equity principles through all its policies and procedures to promote full and equal participation of 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. Pre-enrolment information

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

The School will provide clear information to each student, prior to enrolment in regards 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;
- appeals and complaints procedures;
- disciplinary procedures;
- recognition of prior learning (RPL) arrangements and credit transfer.

4. Fair treatment

As a VET Provider the School must treat fairly:

- a) all students who are, or would be, entitled to VET FEE-HELP assistance; and
- b) all persons seeking to enrol with the School in a VET unit of study that meets the course requirements and who are, or would be, entitled to VET FEE-HELP assistance.

5. Equal benefits and opportunities

As a VET Provider the School must 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 and who seek to enrol with the School in a VET unit of study that meets the course requirements; and
- b) the treatment of students who are, or would be, entitled to VET FEE-HELP assistance undertaking a VET course of study.

6. Student Selection

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

6.1 Selection and Admission procedure

6.1.1 Application

Applicants should complete the Sydney Film School application form.

All applicants must be 18 years of age or older.

Applicants should include with their completed application form:

1. A personal statement indicating their special areas of interest in film/video, any related experience they may have, and why they wish to do the course (limited to one page).
2. A short CV/resume showing work experience or accredited training you may have completed (if available).
3. International students whose first language is not English must provide evidence of an International English Language Test Score (IELTS) of 5.5 or greater.

Completed applications may be submitted in person, by mail, by email, by fax or online.

6.1.2 Selection process

As a provider of Vocational Education and Training (VET), the School does not require students to have any specific prior knowledge or a particular University Admissions Index (UAI) for entry into the Diploma of Screen and Media.

Students will be granted entry to the course on the basis of their personal statement and CV demonstrating that they meet the following selection criteria:

1. A commitment to enquiry and study.
2. An interest for a career in or pursuing knowledge of the film industry.
3. An enthusiasm for collaboration and team work,
4. Evidence that the applicant will make good use of their time at Sydney Film School.
5. If English is not the applicant's first language, evidence that they can communicate effectively in English.

An interview with the applicant by phone or in person may be requested prior to final selection.

6.1.3 Assessment of English proficiency (International Students)

International students from non-English speaking countries must demonstrate competency in English by providing evidence of an IELTS certificate score of 5.5 or above (or equivalent). This certificate is then verified through the official IELTS website.

6.1.4 Admissions

After an application has been processed successful applicants will be made an offer of a place in the course.

Applicants are required to sign a student agreement issued by the School to complete their enrolment.

7. Commonwealth Assistance

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

8. Publication

These *Fairness Procedures* will be made available to students and persons seeking to enroll with the School through publication on the School's website (www.sydneyfilmschool.com).

9. Version control

Document: Fair Treatment and Equal Opportunity Procedures		
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