Outsource Institute of Technology Student Admission Policy

PURPOSE

Outsource Institute of Technology promotes equity, opportunity and access to training and education to all applicants regardless of their background or previous life experience and/or education. Outsource Institute of Technology will uphold open, fair and transparent procedures that are based on defined entry requirements.

Application procedures shall be applicant-focused, appropriately applied and equitable. All applications shall be treated fairly, with respect and sensitivity.

SCOPE

This policy applies to all persons applying for enrolment at Outsource Institute of Technology in full-time or part-time VET programs.

DEFINITIONS

A full list of all Definitions can be found in the Outsource Institute of Technology OIT Policy Definitions and Guidelines document [OIT-350].

CONDITIONS

- Outsource Institute of Technology upholds the principle that all applicants seeking to enrol are treated fairly and equitably.
- Outsource Institute of Technology will publish up-to-date details of this procedure on fair treatment and equal benefits and opportunity via the Outsource Institute of Technology website.
- Outsource Institute of Technology has open, fair and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected based on their ability to meet the defined entry criteria, published in the program fact sheet. Where the number of places in a program is limited by a quota, places will be offered in order of merit of applicants based on academic entry requirements, skills acquired through work experience; performance at interview or portfolio of evidence, as applicable to the program of study.
- Outsource Institute of Technology will be applicant-focused when considering applications, and will ensure each is treated on a case by case basis in line with Outsource Institute of Technology's policy regarding equity. Outsource Institute of Technology may take into account, when making decisions regarding student admission, 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.
- Outsource Institute of Technology will recognise and remove systemic barriers to learner access and participation and ensure admission procedures promote inclusion and are free from unlawful discrimination.
- Outsource Institute of Technology will not apply any income tests when assessing applications for our range of programs or assistance.
- Outsource Institute of Technology staff will seek the expertise of relevant managers, colleagues, counsellors or external persons where decisions are required involving

learner diversity. Furthermore, all Institute staff will be trained in and aware of State and Federal legislative requirements. All staff have an obligation not to discriminate against individuals on the basis of sex, marital status, pregnancy, age, race, ethnicity, disability, sexuality or religion, and to maintain an environment free from harassment.

- In actively employing a commitment to the principles of access and equity, Outsource Institute of Technology will ensure:
  - o that non-discriminatory entry processes are employed which encourage access for all;
  - o that when developing new products and associated entry requirements, consideration is given to fairness, access and equity;
  - o the provision of guidance, regarding Outsource Institute of Technology's application process to any potential applicant, through Outsource Institute of Technology Administration.

Applicants seeking to enrol/re-enrol in an Outsource Institute of Technology program are directed to the program fact sheets and encouraged to read the entry requirements and application information available on the Outsource Institute of Technology website.

Applications must be in the prescribed format and lodged according to closing dates advertised in the methods prescribed.

Admission information will be accessible to learners via the Outsource Institute of Technology website or by contacting the Outsource Institute of Technology enrolments team on 07 3348 8931.