Overview
Focus Learning Institute (FLI) 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; and

Potential Students refers to all persons seeking to enrol in a unit of study.

1.0 Fair Treatment
1.1 FLI will treat fairly all Students and Potential Students.

2.0 Student Selection
2.1 FLI 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.

2.2 Potential Students seeking to enrol in a unit of study with FLI, 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.

2.3 The above undertakings do not prevent FLI taking into account, in making decisions about the selection and treatment of Students or Potential Students, educational disadvantages that a particular Student or Potential Student has experienced.

2.4 ENTRY REQUIREMENTS FOR DIPLOMA AND ADVANCED DIPLOMA COURSES
Potential Students seeking to enrol into a Diploma or Advanced Diploma level qualification must complete a pre-enrolment questionnaire. This has been designed to assess whether a student has the basic skills and knowledge to undertake an advanced level qualification. If a student does not satisfactorily complete this assessment, they may be required to complete a bridging course or recommended a Certificate III or IV level qualification prior to commencing a Diploma or Advanced Diploma qualification.
2.5 APPLICATION

Individuals who seek to enrol in a course with FLI must complete and submit the registration form which is available from their assigned account manager and return it either via email to info@fli.edu.au.

The registration form should include evidence that the applicant meets the published entry requirements for their chosen course.

2.6 ASSESSMENT AGAINST PUBLISHED ENTRY CRITERIA

The account manager assesses the application against the published entry requirements. 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 advised of the reasons why they have not been offered a place in the course, their right to appeal the decision, and information on how to access the appeals process.

2.7 OFFER OF A PLACE

Applicants who meet the published entry requirements will be sent a confirmation letter within 1 week of the application having been received offering them a place in their chosen course and details about the course including commencement date, payment options, the venue and other information regarding lunches, manuals and pre-course work that might be necessary.

3.0 Publication

3.1 This Fair Treatment and Equal Benefits and Opportunity Policy will be made available to Students and Potential Students through publication on the website www.fli.edu.au.