

- a) the selection, from among persons who are, or would be, entitled to VET FEE-HELP assistance and who seek to enrol with Benchmark College 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 and admissions

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

6.1 Entry requirements

To enrol in a VET FEE-HELP enabled course at Benchmark College an applicant must:

- have satisfactorily completed Year 10 (School Certificate) of NSW High School standard or its equivalent;

OR

- be 18 years or age or over and have work or other life experience

6.2 Application process

Applicants who feel that they meet the entry requirements for a course should fill out the Application Form (available from the website or from the College) and send it to:

Benchmark College
PO Box 4098 Penrith NSW 2750

Applicants should also include the following documentation with their application:

- evidence of schooling showing completion of NSW Year 10 or equivalent;

OR

- resume outlining work or other life experience; and
- a copy of Australian Birth Certificate or Australian Citizenship Certificate.

6.3 Selection and enrolment

The Course Coordinator will assess the application and determine if it meets the published entry requirements. Where necessary, applicants may be contacted to arrange an interview.

Where necessary, some applicants may be required to complete a Language, Literacy and Numeracy assessment. All applicants will be assessed for any pre-requisites relating to their chosen course. This ensures that all individuals entering into a course have an adequate basis of knowledge and skills to successfully undertake the course for which they have applied.

Successful applicants will be sent a Letter of Offer and an Acceptance Notice. Unsuccessful applicants will be informed in writing.

To accept the offer of a place in the course applicants should return the signed Acceptance Notice.

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 enrol with the College by publication in the Student Handbook and on the Benchmark College website (www.benchmark.edu.au).