

1. Overview

The Jazz Music Institute ("JMI") will treat fairly all of its students and all persons seeking to enrol with JMI.

2. Access & Equity

JMI 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 ensure that its decision making processes reflect a commitment to access and equity.

3. Pre-enrolment Information

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

JMI 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;
- grievance and appeals procedures;
- disciplinary procedures;
- recognition of prior learning (RPL) arrangements and credit transfer.

4. Student Selection

JMI will ensure that all applicants seeking to enrol are treated fairly and equitably. Therefore, JMI will have open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected on merit based on the published criteria.

JMI will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in JMI's marketing material and on JMI's website for the information of students and persons seeking to enrol with JMI.



4.1 Entry Criteria

4.1.1 Certificate I:

No pre-requisites required for entry.

4.1.2 Certificate II – IV:

Interview and audition.

4.1.3 Diploma

Interview and audition.

Applicants must:

1. be able to play on their instrument a two octave chromatic scale;
2. be able to play on their instrument by memory the root notes of the Circle of 4ths (the Circle of 4ths and all scales can be obtained from JMI Music Institute).
3. understand the structure of the major scale and be able to play by memory all major scales and arpeggios.
4. for various instruments as follows:

Stringed instruments: need to be able to play a 2 octave chromatic scale up, as well as across the fingerboard. Need to be able to play Major scale/arpeggios and chords in all 12 keys.

Pianists/Vocalists/Drummers: need to be able to play a 2 octave chromatic scale up and down the keyboard. Need to be able to perform with correct fingerings left, right hand, scale/arpeggios, and chords in all 12 keys.

Wind Instruments: must be able to perform on their instrument a 2 octave chromatic scale, know by memory and perform the root notes of the Circle of 4ths and be able to play major scales in all keys.

4.1.4 Bachelor Degree

Interview and audition.

Consistent with other tertiary music institutions, entry to the Bachelor degree is by personal interview and audition.

4.2 Interview and Audition

Interview and audition involves a personal interview and practical performance audition or audition by CD or DVD, YouTube or any other electronic means.

4.2 Selection Procedure

Students are selected on merit based on the following procedure:

1. Applicant completes an Application for Audition.
2. The applicant is interviewed and auditioned by the CEO or the Course Coordinator.
3. Applicants who can demonstrate that they meet the entry requirements (where applicable) are offered a place in their chosen course.



5. Commonwealth Assistance

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

6. Publication

These *Fairness Procedures* will be made available to students and prospective students by publication in the Student Handbook and on the JMI Music Institute web site (www.jazz.qld.edu.au).

7. Version Control

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| Document: Fairness Procedures | | |
| Approved by: CEO | Ver: #4 | Date: 20 September 2011 |