

## **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 requirements 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 III – IV:**

Interview and audition as per Entry Requirements

### **4.1.2 Diploma**

Interview and audition as per Entry Requirements

### **4.1.3 Bachelor Degree**

Interview and audition as per Entry Requirements and Admissions Policy.

## **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. Applicant provides relevant Proof of English Language Proficiency documentation
3. The applicant is interviewed and auditioned by the Head of School and Course Coordinator.
4. 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 on the JMI Music Institute web site ([www.jazz.qld.edu.au](http://www.jazz.qld.edu.au)).

## **7. Version Control**

Document: Fairness Procedures		
Approved by: Executive Management	Ver: #5	Date: 30 October 2013
Reviewer: Executive Management	Review Date:	November 2014