SC6-I: Student Application, Selection Enrolment and Orientation Policy & Procedure

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Purpose

This policy is to set out the student application, selection and enrolment requirements for the students applying to undertake a nationally recognised course(s) at the institute.

Policy

- students entering a nationally recognised course have an adequate knowledge and skills to successfully undertake the course
- Persons seeking to enrol with the institute are assessed and admitted using fair, equitable and transparent procedures based on clearly defined, consistent and equitable criteria.
- The institute provides an opportunity for every prospective student to apply for recognition for prior learning or current competence or credit transfer in a course, based on the skills and knowledge gained through prior work, life experiences and education and training.

Process and Procedure

1. Enquiry

The prospective student makes an enquiry directly to the Institute or through one of the Institute nominated representatives. The institute or its' representative provides the course flyer or prospectus which contains:

- Clear and concise information in relation to the institute as a training organisation such as Company Name, Trading name, RTO No, Contact details.
- The code, title and currency of the qualification, descriptions of the qualification and options available including course content, estimated duration, expected locations at which it will be provided, expected modes of delivery, indicative total fees, any work placement arrangements (If any).
- any requirements the RTO requires the learner to meet to enter and successfully complete their chosen course, including the minimum level of English language proficiency and academic requirements
- any materials and equipment that the learner must provide

2. Application

- Students will complete the application form and submit to the institute or to the institute's representative.
- Students should submit the original or certified documents of relevant academic qualifications and or proof of English language proficiency as appropriate. Student Admission or the institute's representative will make a copy of all the documents and give the original back to the student. All the photocopies taken of originals should be signed by Student Admission or by the institute's representative with a date confirming it is a copy of the original.
- Where the Training and Assessment Strategy requires it, additional evidence may be requested, and this must be reviewed as part of the assessment of eligibility prior to the letter of offer being issued.
- Where this evidence includes evidence of previous employment for example, the evidence should be verified with the employer and confirming the employment details and the types of activities undertaken, to meet the requirements of the course.

3. Selection Criteria

The following are the minimum requirements for all students. The courses have its specific entry requirements and these will be documented in the Training and Assessment Strategy for that course and reflected the same in the respective marketing materials

- The minimum age requirement is 18 years of age.
- Entry into Certificate I and Certificate II courses require successful completion of Australian Year 10 or equivalent schooling in general.
- Entry into Certificate III and above courses requires successful completion of Australian Year 12 or equivalent schooling in general.
- Mature age students can be admitted without minimum educational requirements where applicants are able to demonstrate capacity to meet course requirements through interview with the VET Coordinator and/or personal statement or relevant work experience.
- Where Students can't provide evidence to meet the required LLN requirement, Students will be asked to complete the college LLN test.
- Students who are from a non-English speaking background should be able to prove their English language ability to the required level of the courses. This can be assessed by
    - Institute English language Placement Test or
    - Acceptable English language exam scores, e.g. IELTS, PTE, TOFEL.

	Required English Score			
Course Level	**EAL**	**IELTS**	**PTE**	**TOFEL**
Certificate I, II	Certificate III in EAL	5 (with minimum each band 4.5)	36	35
Certificate III & IV, Diploma and Advanced Diploma	Certificate III in EAL	5.5 (with minimum each band 5)	42	46

4. Determining the suitability of the course for the applicant

It is in the best interests of both the RTO and the applicant that the course is suitable for the applicant, so prior to offering a place to the applicant the RTO will assess the applicant's suitability.

In determining the suitability, the RTO will consider the following:

- That the applicant clearly understands the requirements of the course including time and effort required
- The implication of practical requirements including work placement, if any, are understood by the applicant
- Applicant's previous educational achievements
- Applicant's previous work experience and knowledge, particularly in relation to the course
- Applicant's aspirations and likely benefits in undertaking the course.

5. Letter of Offer and Acceptance of Agreement

Upon receipt of a completed application form and all the required documentation, Student Admission will ensure that all necessary entry requirements are met as per the course entry requirements and their suitability is assessed. To achieve this, the applicant may be required to complete an English language placement test and or LLN test.

Student Admission will refer any issues of concern to the RTO Manager. The RTO manager will contact the applicant and assess their ability and send the decision to Student Admission.

1. For successful applicants who met the course entry requirements or approved by the Manager, Student Admission will issue the Letter of Offer and Acceptance of Agreement which should include
   - the code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register
   - the training and assessment, and related educational and support services the RTO will provide to the learner including the:
     - estimated duration
     - expected locations at which it will be provided
     - expected modes of delivery
   - the RTO's obligations to the learner, including that the RTO is responsible for the quality of the training and assessment in compliance with the RTO Standard 2015, and for the issuance of the AQF certification documentation.
   - the learner's rights, including:
     - details of the RTO's complaints and appeals process, and
     - if the RTO, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in
   - all relevant fee information including:
     - fees that must be paid to the RTO, and
     - payment terms and conditions including deposits and refunds
   - the learner's right to obtain a refund for services not provided by the RTO in the event the:

- arrangement is terminated early, or
- the RTO fails to provide the agreed services.

2. For those that are assessed as not being suitable, Student Admission will issue a rejection letter explaining the reasons for the rejection to the applicant as to how they did not meet the course entry requirements.

6. Confirmation of Enrolment

The institute will confirm the enrolment and issue a Confirmation of Enrolment to the prospective student when all the following conditions have been met:

- The prospective student accepts the Letter of Offer, and returns the signed Acceptance of Agreement to the institute
- The prospective student has provided the necessary evidence to satisfactorily meet any conditions specified in the Letter of Offer
- The prospective student has paid the minimum course fee as indicated on the Letter of Offer.

7. Orientation

Courses commence with an orientation program, which all students are required to attend. Timetables, including campus location and room allocation and course structure information are provided to new students at the orientation. The orientation program is designed to introduce students to the key personnel and familiarise them with the premises and procedures as well as to welcome them.

Topics covered at the orientation include, but are not limited to:

- Student support services
- Emergency and health services
- Student security and safety
- Facilities and resources
- Complaints and appeals processes
- Students fees and payments
- RPL options specific to the course.

Additionally, the following will be covered for international students during the orientation time:

- Student's transition to life in new environment
- Student visa conditions
- National code and ESOS Act
- Overseas Student Health Cover, including keeping a valid OSHC while on student visa
- Working and student visa requirements
- Transport and travel using public transport, taxis, rail and road crossings
- Internal and External support services available to students in the transition to life and study in a new environment.

Roles and Responsibilities

- VET Coordinator is responsible for the selection criteria and approving the student enrolment.
- Marketing and Admission are responsible for managing the enrolment process.
- Student Administration is responsible for managing the orientation.

Document Control

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