

1. Purpose

The aim of Australasian College of Education and Training Pty Ltd (ACET) Student Selection and Admission Policy & Procedure is to:

- define the principles and processes applied to treat fairly all potential candidates seeking to enrol in a qualification or course at ACET.
- define the system used to meet the requirements of: Standards for NVR Registered training Organisations 2011-Essential Standards for Continuing Registration.
- apply rules as required under Government Funded courses or VET FEE-HELP (ACET is awaiting approval to offer)

2.0 Scope

2.1 This policy and Procedure applies to enrolment operations at the Australasian College of Education and Training Pty Ltd.

2.2 This Policy and procedure applies to all potential domestic students and potential students who are or would be entitled to VET FEE-HELP assistance (once approval granted).

3.0. Definitions

3.1 **Potential Student:** any person seeking to enrol in a VET qualification/course or unit of study.

3.2 **VET FEE-HELP:** an Australian Government loan program to help eligible students enrolled in certain VET courses at approved providers to pay their tuition fees.

3.3 **Unit of Study:** a subject or unit that a student may undertake with ACET as part of a qualification / course of study.

3.4 **Census date:** This date is set by ACET and it is the deadline for various requirements, including making upfront payments of your tuition fees, applying for a VET FEE-HELP loan, and formally withdrawing from any units without incurring a debt. It's usually set at no less than 20% into the unit of study.

4.0. Responsibility

4.1 It is the responsibility of the Chief Executive Officer, Directors, Training and Compliance Manager, the Student Services & Administration Manager and the Student Administration Officer to ensure this policy & procedure is implemented.

5.0 Policy Statements and requirements

5.1 Australasian College of Education and Training (ACET) the Director/CEO or his appointed person will ensure that staff handling and managing the selection, admission or enrolment of students will have sufficient knowledge, skills and experience.

5.2 Australasian College of Education and Training (ACET) will communicate in writing (and make publicly available) the current policy and procedure to its students, employees, and relevant state and commonwealth

authorities via the ACET's website, the staff handbook, the student handbook, verbally at staff induction and student orientation programs and upon request.

5.3 Australasian College of Education and Training (ACET) shall have an open, fair and transparent selection, admission and enrolment processes which are based on merit.

5.4 Australasian College of Education and Training (ACET) shall adhere to the principles of access and equity (refer to Access and Equity Policy) in selecting persons seeking to apply for admission to its qualifications/courses/units of study.

5.5 Australasian College of Education and Training (ACET) will utilise the same entry/admissions requirements for all applicants and regardless of their backgrounds.

5.6 Selection decisions will be made on the basis of merit that is based on clearly defined entry criteria such as:

- being 18 years of age and over,
- successfully passing the LLN Test relevant to the qualification level,
- completing the Pre-Training Review,
- National Police Check and Working with Children Check (some qualifications) and,
- other relevant information as required by state and commonwealth authorities such as evidence of eligibility for funding.

5.7 The entry requirements for each qualification offered by the Australasian College of Education and Training (ACET) will published in:

- Qualification Brochure,
- Training and Assessment Strategy
- ACET Website (www.acet.edu.au)

5.8 The Enrolment Forms must include the following information:

- the minimum required questions for AVETMISS collecting and reporting,
- Forms of Identification required,
- Refunds of qualification/course money; and information relating to the documented refund policy and procedures.
- The nature of the guarantee given by the ACET to complete the training and/or the assessment once the student has commenced their study.
- Advise the student of his or her obligation to notify the registered provider of a change of address while enrolled in the qualification/course.
- Victorian Training Guarantee (VTG) requirements and VET FEE Help criteria.

6.0 Procedures

Applications

6.1 All individuals seeking to enroll in a qualification, course or unit of study must complete the ACET "Enrollment Form" and any relevant declarations or funding forms. This form can be obtained from (and submitted to) Student Administration Officer at Australasian College of Education and Training Pty Ltd office located at 587 Sydney rd Coburg, Melbourne. Also, it is available on the ACET's website: www.acet.edu.au.

Refer to: VCID.SMS.02 – Enrolment Form & VCID.SMS.24 - Student Enrolment Form

6.2 The application should include evidence that the applicant meets the published entry requirements for their chosen qualification/course and appropriate payment and documentation to support their enrolment.

Assessment of applications and verification of evidence

6.3 The Student Administration Officer (or authorized delegate) will assess the application against the standards published entry requirements, VTG requirements and VET FEE Help criteria.

- Where there is any doubt about the authenticity of any documentation provided, the Student Administration Officer (or authorized delegate) may correspond with the issuer of the document and make relevant enquiries.
- 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 qualification/course, the applicant will be contacted and given the opportunity to provide further information.
- A student's application may be cancelled if statements made by the student in their admission application are shown to be false.

6.4 The Student Administration Officer (or authorized delegate) will assess the application for any Credit Transfer requests or Recognition of Prior Learning. In the event either Credit Transfer or Recognition of Prior Learning (RPL) applies in the favour of the applicant the relevant tuition fee discounts apply.

Offers and Refusals

6.5 Applicants who do not meet the published entry requirements will be sent a letter or email clearly outlining the reasons why they have not been offered a place in the qualification/course. The letter will also advise the unsuccessful applicant about their right to appeal the decision and how to access the appeals process.

6.6 Applicants who meet the published entry requirements will be sent a confirmation of enrolment letter offering them a place in their chosen qualification/course and instructions. The confirmation of enrolment letter will include details about the qualification/course and arrangements for student orientation.

Note:

- Acceptance into a qualification/course of study with the ACET is confirmed when the potential student has signed and submitted the enrolment form and appropriate payment and documentation to support their enrolment.
- Acceptance into a VTG Funded Qualification/course is conditional upon approval once assessed as eligible.

Records

6.7 The signed Enrolment Form will be kept on the students file along with all other documents relevant to the student's enrolment.

6.8 Any original documents submitted as part of the enrolment process will be copied and maintained on the student file. All originals will be returned to the student.

Refer to: VCID.SMS.19 – Student File Checklist
Flow Chart – Student Enrolment Process