

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 Registered Training Organisations 2015-standard 5,
- apply rules as required under commonwealth/state Government Funded qualifications/courses including the Skills First 2018-19 VET Funding Contract.

2.0 Scope

2.1 This Policy and Procedure applies to all pre-enrolment, selection and admission activities at the Australasian College of Education and Training Pty Ltd.

2.2 This Policy and Procedure applies to all potential domestic students enrolling in ACET's qualifications, courses or units of study,

2.3 This Policy and Procedure covers the following items:

- Determining Eligibility requirements for a course or a qualification,
- Determining Eligibility requirements for a Government Funded place,
- Concession and Fee Waivers requirements,
- Collecting of Unique Student Identifier.

3.0. Definitions

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

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

3.3 **LLN Test:** Language, Literacy and Numeracy test to identify a range of learning, reading, writing, oral communication and numeracy skills required to undertake the course/qualification or participate in work.

3.4 **Pre Training Review:** a set of questions designed to ensure the suitability of the qualification/course to the student that the learning and assessment strategy is designed to meet your individual needs and your workplace requirements.

3.5 **Unique Student Identifier (USI):** Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications

3.6 **Authorised Delegate:** an employee/s of the ACET who has been formally delegated this function from the CEO or equivalent and written evidence of such a delegation is available at audit. The role of "Authorised Delegate" is to establish whether students who enquire about completing a qualification meet the eligibility requirements for government subsidised training under the Skills First funding contract. This will be completed through following the required process and the completing of the relevant Eligibility & Declaration Form.

4.0. Responsibility

4.1 It is the responsibility of the Chief Executive Officer, Director, Training and Compliance Manager, the Student Services & Administration Manager and the Student Administration Officer or Authorised Delegate 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 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, at staff induction and at student enrolment, orientation programs or 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 Australasian College of Education and Training (ACET) will inform prospective students verbally and in writing that enrolling in a qualification or a course might affect their eligibility for a government subsidised training place under the Skills First funding,

5.7 Australasian College of Education and Training (ACET) will provide prospective students (verbally and in writing), prior to enrolling, with information relating to:

- training timelines, delivery mode, delivery location, and vocational/work placement when this is a mandatory component of the qualification,
- support services available to assist students to complete training,
- its refund policy outlining what the student is entitled to (full or part refunds),
- Total Fees and charges (Fee for Service) or Government Subsidies Levels on Qualification or Unit basis,
- the co-contribution fee for concessional and non-concessional students for each qualification it is approved to deliver under the program,

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

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

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

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

5.10 The Enrolment Forms must include the following information:

- the minimum required questions for AVETMISS collecting and reporting (AVETMISS 8.0 VET Provider Collection specifications),
- required Forms of Identification,
- references relating to refunds of qualification/course money; and/or 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.
- requirements for the Victorian Skills First training initiatives,

5.11 Australasian College of Education and Training (ACET) shall:

- Collect or create a USI from each student*,
- Verify a USI supplied by a student
- Ensure a student has a valid USI before conferring a qualification or statement of attainment on that student
- Ensure the security of USIs and related documentation
- Destroy any personal information which you collected solely for the purpose of applying for a USI on behalf of a student
- Adhere to all legislative requirements under the USI legislative requirements

*Refer to: <http://www.usi.gov.au/> for information regarding the process for collecting or creating a USI

5.12 Australasian College of Education and Training (ACET) is to ensure that the principles governing the eligibility requirements for Government Subsidized Education and Training enrolments are implemented and adhered to by the College in accordance with the Skills First VET Funding Contract and Vocational Education and Training Act.

5.13 Australasian College of Education and Training (ACET) is to assess student eligibility prior to enrolment and retain all evidence to verify eligibility, including whether the student meets:

- the criteria outlined in the relevant program policy, including the requirement to confirm whether the student has previously attained a certificate at same or higher-level qualification ,
- the program's criteria for concessional status,
- any specific restrictions for enrolment in a qualification outlined in the Training Subsidies List.

5.14 Australasian College of Education and Training (ACET) is to be sight and retain evidence of an individual's eligibility for the Entitlement to Funded Training prior to commencement in training, in accordance with Skills First 2018 Guidelines about Determining Student Eligibility and Supporting Evidence Guidelines.

5.15 Australasian College of Education and Training (ACET) must make available to the Department (or persons authorised by the Department) for audit or review purposes, the information and copies of evidence specified in the relevant Clauses of the Skills First VET funding Contract.

6.0 Procedure

Application

6.1 All individuals seeking to enroll in a qualification, course or unit of study must obtain, complete and sign the following and relevant ACET's documents:

- "LLN Test & Pre-Training Review" and,
- "Enrolment Form" and,
- any relevant funding or privacy declarations.

The above documents can be obtained from (and submitted to) the Student Administration Officer at one of the following Australasian College of Education and Training Pty Ltd offices:

Coburg: 587 Sydney Rd,

Altona North: 3/216
Blackshaws Rd

Dandenong: 118-120 Foster
Street.

Coolaroo: 5/195 Somerton Rd.

or to any other ACET interstate offices.

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

6.2 The applicant then presents or includes evidence and documentations that he/she meets the published entry or funding requirements for the chosen qualification or course,

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 for the chosen qualification or course, and eligibility for Skills First VET funding contract requirements,

- Where there is any doubt about the information provided on the Pre-Training Review, the enrolment form & associated declarations (in particular those relating to the Skills First funding eligibility) and evidence provided, the Student Administration Officer (or authorized delegate) shall make further enquiries and discussions with the applicant to establish the facts.
- 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 notified or 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 will be calculated and applied,

Determining Eligibility requirements for the Victorian Skills First Funded places

6.5 Eligibility requirements are the first stage of determining if a student can access government funding for their training. To assist staff through this process there are stipulated documents or references that need to be used when working through the process of eligibility,

6.6 **Citizenship and Residency:** Each student must fill out Evidence of Student Eligibility and Student Declaration and produce the relevant original documentation to support their claim. If copies are produced they must be verified by one of the authorised persons,

NOTE:

- evidence of individual eligibility documents such as: Pre-Training Review, Skill First enrolment and declaration forms must be fully completed and signed by each eligible student and the Authorized Delegate for applicant to be confirmed as eligible for a government subsidised place (in accordance with the 2018 Guidelines about Determining Student Eligibility and Supporting Evidence Guidelines), and,
- evidence in support of individual's eligibility for the Skills First program (such as Australian/Newzealand citizenship, Victorian residence and concessional cards-if applicable) are to be sighted and retained by the ACET authorised delegate for each Eligible Individual, prior to commencement in training, in accordance with the 2018 Guidelines about Determining Student Eligibility and Supporting Evidence Guidelines,

6.7 **Age:** where age needs to be determined for eligibility, the Evidence of Student Eligibility and Student Declaration form applies to support this criteria and evidence is required to be sighted,

6.8 **Upskilling and Previous Qualifications:** For the student to be eligible for this step the student must be enrolling into a course/qualification that is deemed to be at a higher level than the one they already hold,

For the purpose of determining upskilling eligibility criterion relating to the highest qualification held (upskilling), The following prior qualifications are not taken into account:

- the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions
- qualifications listed in the Foundation Skills List ([Attachment 1](#) to these Guidelines)
- any VET certificates completed as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
- qualifications with the title 'Course in...' which are not aligned to a specified level within the Australian Qualifications Framework (AQF); and
- non-Australian qualifications, except where equivalency has been formally established with a qualification within the AQF.
- where an individual is transitioning from a superseded qualification to the current version of the same qualification; and
- where an individual is recommencing training in the same qualification (at either the same or a different provider).

Refer to 2018 Guidelines about determining student eligibility and supporting evidence for additional information.

6.9 2 in a year and 2 at a time: determining the number of courses an individual is eligible to commence/undertake in a calendar year.

- a. an individual is eligible to commence a maximum of two government subsidised courses in each calendar year.
- b. an individual is eligible to undertake a maximum of two government subsidised courses at any one time in each calendar year.
- c. the following scenarios will not be counted towards the course maximum:
 - if an individual is transitioning from a superseded qualification to the current version of the same qualification;
 - if an individual is recommencing training in the same qualification (at either the same or a different provider); or
 - if an individual is seeking to enrol in an apprenticeship (not traineeship) after having participated in one of the Pre-Apprenticeship and Pathway Qualifications identified at Attachment 2 of 2018 Guidelines.

6.10 2 at level: determining the number of courses previously commenced: the following commencements are *not* taken into account:

- a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions;
- b. qualifications listed in the Foundation Skills List ([Attachment 1](#) to these Guidelines);
- c. any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
- d. where an individual is transitioning from a superseded qualification to the current version of the same qualification; and
- e. where an individual is recommencing training in the same qualification (at either the same or a different provider).

6.11 Eligibility for accredited courses with the title ‘Course in...’

A number of courses with the title ‘Course in...’ are accredited. These are nationally recognised training products providing skills recognition leading to a Statement of Attainment, rather than the award of a qualification recognised within the Australian Qualifications Framework (AQF). They are not aligned with the AQF.

- a. Enrolment in a ‘Course in...’ is subject to the same Entitlement to Funded Training eligibility requirements as other enrolments.
- b. To address ‘upskilling’ requirements, an individual who holds a qualification no higher than Certificate IV is to be considered eligible to enrol in a ‘Course in...’ (subject to meeting other eligibility criteria).
- c. Qualifications at Diploma level or higher are considered higher than courses with the title ‘Course in...’.
- d. An individual is eligible to commence a maximum of two government subsidised accredited courses with the title ‘Course in...’ in their lifetime (subject to meeting other eligibility criteria).

6.12 Eligibility for courses and qualifications on the Foundation Skills List

If the individual is enrolling in qualifications or courses on the Foundation Skills List, previous commencements should not be taken into account for the purpose of applying the eligibility criteria relating to the lifetime limit on commencements at the same level (the 2 at level lifetime limit).

An individual is not eligible for training subsidised through the *Skills First* Program in courses and qualifications on the Foundation Skills List (Attachment 1 to these Guidelines) if the individual is:

- a. The holder of a qualification issued by an Australian VET or higher education provider that is at AQF level 5 (Diploma) or higher.
- b. Enrolled in the Commonwealth Government's 'Skills for Education and Employment' program.

6.13 The Authorised delegate must ensure that:

- The *Evidence of Eligibility and Student Declaration* form does not replace existing eligibility assessment processes or student enrolment forms. Completion of the *Evidence of Eligibility and Student Declaration* form alone does not constitute a comprehensive eligibility assessment.
- Eligibility assessment processes must involve informative discussions with applicants, as well as comprehensive assessments of the circumstances against the eligibility requirements of the VET Funding Contract, including any variations to that VET Funding Contract.
- Where an individual's response to the *Evidence of Eligibility and Student Declaration* form indicates that the individual is not eligible but the Authorised Delegate considers them eligible based on a comprehensive discussion, the Authorised Delegate must evidence the reason it found the student to be eligible and retain this evidence.

Concession and Fee Waiver requirements

6.14 Once eligibility has been determined there are varying fee waivers or concessions that an eligible student can receive which determines what the student will pay for a tuition fee (only),

6.15 A concession rate can be available for students which mean that the Tuition Fees must be charged at 20% of the hourly fee that ACET would charge a non-concession student in the same course. Concession rates are only currently applicable to individuals holding one of the following concession cards or status:

- Commonwealth Health Care Card (HCC) issued by the Commonwealth;
- Pensioner Concession Card;
- Veterans' Gold Card;
- An alternative card or concession eligibility criterion approved by the Minister for purposes of these guidelines
- if you are an Indigenous student

Note: Evidence of Concession must be retained by the college by sighting, copying and authorising we have seen the original document or a certified copy of the concession document.

Note: Concessions do not apply to Fee for Service enrolments.

Refer to 2014 Guidelines about fees for full criteria on applying concessions.

Offers and Refusals

6.16 Applicants who do not meet the published entry requirements will be informed either verbally (at the time of enrolment), and/or 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,

6.17 Applicants who meet the published entry requirements, successfully completed the LLN Test & Pre-Training Review will be informed either verbally (at the time of enrolment) and /or sent a confirmation of enrolment letter offering them a place in their chosen qualification/course. The confirmation of enrolment letter will include details about the qualification/course and arrangements/instructions 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, relevant documents and appropriate payment to support their enrolment.
- Acceptance into a Skills First is conditional upon approval once assessed as eligible.

6.18 The student will be requested to make the appropriate payments (tuition fees or student contribution fees) and makes the appropriate payments as calculated by the student administration officer or authorised delegate.

Records

6.19 The signed Enrolment Form, LLN & Pre Training Review, copies of sighted Student Identifications (including originally certified or sighted copies of concession cards), payment invoices, and checklists will be kept on the student's file along with all other documents relevant to the student's enrolment.

6.20 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.

6.21 All Administrative records relating the enrolment process will be kept in allocated secured rooms on the following campuses:

Coburg: 587 Sydney Rd,

Coolaroo:5/195 Somerton Rd.

Altona North: 3/216 Blackshaws Rd

Dandenong:118-120 Foster Street.

Note: Access to records will be strictly limited to only the CEO, Training and Compliance Manager and relevant Administrative staff (authorised delegates) for each campus.