

TC Admission and Enrolment Policy (VSL only)

1. Purpose

This policy identifies TrEd College's (TC) framework and requirements for determining admission to courses offered by TC. It describes the student admission and enrolment processes to ensure that students are provided with appropriate levels of course information and advice to guide their choice of course.

2. Scope

This policy applies to all Vet Student Loan applications for admission and enrolment into courses offered by TC that are approved by for VSL.

This policy is also relevant to the staff who handle and process VSL student admissions and enrolment, decision-making committees, and all stakeholders of TC.

This policy provides a framework and requirements for TC to demonstrate it is compliant with National regulatory requirements as well as accreditation standards that relate to student selection, eligibility, and admission to nationally recognized courses, skill sets and accredited courses that are approved for VSL.

This policy meets the requirements of the Standard of the National Code of Practice for Providers of Education and Training to Overseas Students 2018; and the Higher Education Standards Framework 2015; and Standards for Registered Training Organizations (RTOs) 2015.

3. Responsibility

TrEd College ensures that this policy meets the requirements of the Standards for Registered Training Organisations 2015 including, but not limited to, the VET Student Loan and is consistent with TC's obligations in regard to the principles of access and equity. TrEd College acknowledges that this policy was referenced from Move Academy and benchmarked in the development of this policy.

The National Training Manager is responsible for establishing the entry requirements, selection criteria and application assessment processes which are consistent with the requirements of relevant regulatory and accreditation standards.

TC student support officers are responsible for implementing the student selection process in accordance with this policy and ensuring that all students enrolled have met the entry requirements specified by TC and in the Training Product prior to accepting their application. Marketing Managers and the Quality Assurance team will assist the Student Support Officers in this process.

National Training Managers are responsible for ensuring pre-training reviews (PTR) are conducted to determine the competency levels of applicants to tailor their training plans. They are to confirm if recognition of prior learning and/or credit transfer is applicable for an applicant prior to confirming their enrolment.

Student Support and Administration Officers are responsible for providing support for all potential students in accordance with the principles of access and equity as outlined in the Access and Equity Policy.

4. Definitions

ASQA means the Australian Skills Quality Authority. It is the national VET regulator and the RTO's registering body.

AVETMISS means the Australian Vocational Education and Training Management Information Statistical Standard. It is a national data standard that ensures consistent and accurate capture and reporting of Vocational Education and Training (VET) information about students.

Disadvantaged students are those whose family, social, or economic circumstances hinder their ability to learn at school.

Canvas and RTO Manager denotes Knowledge Hub, TrEd College's student management system and information repository.

Pre-Training Review is used to determine the applicant's competency level and assists TC to tailor their training plan. The review also helps to identify the eligibility of a student for skills recognition and credit transfers when applying for a course at TC.

Standards refer to the Standards for Registered Training Organisations (RTOs) 2015. ASQA uses the Standards to ensure nationally consistent, high-quality training and assessment is available across Australia's vocational education and training (VET) system.

Student Identifier means a unique number assigned to an individual by the Registrar in accordance with the Student Identifiers Act 2014.

USI stands for Unique Student Identifier and has the same meaning as 'Student Identifier'.

VET Student Loan means the VET Student Loans (VSL) program which is governed by the VET Student Loans Act 2016 (the Act) and the VET Student Loans Rules 2016 (the Rules).

5. Policy

This Policy and Procedure ensures that TrEd College provides appropriate information prior to enrolment that allows all potential students (VSL only) to make an informed decision to study with TrEd College.

It also ensures a consistent enrolment process will be implemented for all students and that appropriate records will be maintained in student files.

TrEd College will review all potential student enrolment applications to ensure they meet the enrolment requirements of the course and to confirm their ability to complete the qualification.

TrEd College adopts various strategies to support the enrolment of students from culturally, socially and linguistically diverse backgrounds, and offers a range of supports for these students.

Supporting students to make an informed decision:

1. TC shall ensure that where a course has specific entry requirements these are clearly stated in course information published on the website and in related marketing materials.
2. Specific entry requirements, as set by TC, may include:
 - a. Pre-requisite skills, experience, qualifications, or units of competency
 - b. Completion of qualifying processes including interviews, presentation of portfolios and/or supplementary application forms
 - c. Minimum age requirements
 - d. Evidence of language, literacy and numeracy or aptitude
 - e. Completion of specified secondary schooling
 - f. Meeting basic computer skills.
3. VET Student Loans: Students are required to meet the academic suitability requirements included in the VET Student Loans Rules 2016 (Subdivision B, rule 80: Academic Suitability), the VET Student Loans Manual for Providers and TC's VET Student Loan Process and Procedure
4. TrEd College shall ensure that potential students are provided with access to clear information prior to enrolment regarding the commitment they are entering into. This will include where applicable:
 - a. Fees and charges and the total cost of enrolment
 - b. Responsibilities in respect to payment of fees and charges
 - c. Eligibility for funding and the impact on future eligibility
 - d. The currency of the training product
 - e. The location and duration of the course
 - f. Delivery modes and assessment methods
 - g. Professional Experience Placement arrangements
 - h. TC student code of conduct
 - i. Policies and procedures related to student life including course progress monitoring, support and completion
5. VET Student Loans: TC shall ensure students are provided with access to clear information prior to enrolment as included in the VET Student Loans Rules 2016 (Subdivision C, rule 140-143: Marketing Requirements), the VET Student Loans Manual for Providers and TC's Application and Enrolment Process and Procedure.
6. TrEd College shall provide advice to students prior to and during the application and selection process to ensure that students can make an informed decision regarding:
 - a. Appropriateness of courses for their desired employment or education outcomes
 - b. Services available to support individual learning needs
 - c. Alternate pathways for achieving desired outcomes
 - d. Availability of advanced standing through credit transfer and recognition of prior learning
 - e. Availability of fee payment plans.

Supporting disadvantaged students

TrEd College is committed to increasing access and equity in education to support increased access of traditionally disadvantaged students to employment and life-long learning.

To achieve this the TC selection and admission processes for courses shall where appropriate:

- a. Make reasonable adjustment to selection processes to meet the needs of people with disabilities
- b. Assist and Support Aboriginal and Torres Strait Islander indigenous learners
- c. Offer part-time enrolments and alternate delivery modes where practical
- d. Offer financial support to students through access to payment plans
- e. Offer scholarship programs based on the principles of access and equity
- f. Where possible, offer alternate processes for students who cannot access online applications

6. Application Process

1. Students can apply to enrol in a course at TC through a direct application via TC website, or in consultation with a TC marketing executives or Student Support Officers.
2. All applicants must complete an application, which gathers specific information required under legislation, including unique student identifier, identity and funding eligibility and reporting data. This information is validated and if eligible a statement of fees is generated based on the information provided and the applicant progresses to an offer of study.
3. VET Student Loans: TC gathers information during the enrolment process that satisfies the requirements of VET Student Loans Rules 2016 (Subdivision B, rules 80-84: Student Entry), the VET Student Loans Manual for Providers and TC's Application and Enrolment Process and Procedure.

Entry Requirements

1. TrEd College takes the form of an active discussion between the marketing executive and student support officer and the prospective student as part of the enrolment process. It is conducted with honesty and integrity (VSL Rules Clause 82(1) (c). The TC process engages the learner on a range of issues with the aim of ensuring the suitability of the proposed training. By doing so it satisfies the conditions of the VET Funding Contract, TC and the VSL Rules. The enrolment discussion and form obtain enough information from the prospective learner to allow TC to make a determination that it "believes on reasonable grounds" that the student is or is not academically suited to the course.
2. Student selection will be based on the principles of merit and fairness and will be consistent with published entry requirements.
3. Where a course has specific selection criteria and limited places, all students will undergo a selection process administered by the Student Support and Administration Officer. TC is not obliged to offer places to applicants who do not meet the documented selection criteria.
4. Academic Suitability: To meet the academic suitability, students must satisfy one of the following:
 - (a) a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of year 12; this can be obtained here or

copy of a diploma that has been awarded to the student for the student's completion of the International Baccalaureate Diploma Programme; **or**

(b) both:

(i) the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool approved under section 82; (see LLN Policy) and

(ii) the provider reasonably believes that the student displays that competence; **or**

(c) both:

(i) a certificate (however described) that the student has been awarded a qualification, either:

A. at level 4 or above in the Australian Qualifications Framework or at a level in a framework that preceded the Australian Qualifications Framework that is equivalent to level 4 or above in the Australian Qualifications Framework; or

B. that has been assessed by a Federal, State or Territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to undertake such assessments) as equivalent or comparable to a qualification referred to in sub-subparagraph (2)(c)(i)(A).

(ii) the course for the qualification was delivered in English.

5. Where a course has more applicants than seats available, admission will be based on receipt of the first formal application, first offered basis until all places are filled.

Pre-Training Review Process (PTR)

The purpose of the PTR is to ensure that the student understands the responsibilities, obligations and rights related to applying for and obtaining a VET Student Loan.

1. Prior to admission to an accredited course or qualification, all students will undergo a pretraining review.

The pre-training review considers:

- a. Suitability of the course for that student
 - b. Academic Suitability and that existing language, literacy and numeracy skills are appropriate for the course
 - c. Prior secondary or tertiary qualifications
 - d. Eligibility for advanced standing through credit transfer or recognition of prior learning (RPL)
2. The Pre-Training Review Report will be completed by a student support and administration officer. As part of completing Pre-Training Review, applicants may be contacted by student support and administration officers to clarify responses or request an applicant to attend an interview prior to enrolment. The overall PTR process is overseen by National Training Managers.
 3. The outcome of the pre-training review will be reported to the applicant. The applicant's selection for the course will result in the establishment of an individual study plan which may

include referral to alternate learning pathways or relevant support services including study support or disability support.

4. All successful applicants are sent a formal Offer Letter and/or Confirmation of Admission which they must accept to be admitted into the course.

Associated Information

Associated Internal Documents	Access and Equity Policy RPL and Credit Transfer Policy RPL and Credit Transfer Procedure Advertising and Marketing Policy Admission and Enrolment Procedure Student Handbook
Related Legislation, Standards, .	Application form Pre-training review document Complaints and appeals policy Offer letter Offer acceptance. Language, literacy and Numeracy Test
	National Vocational Education and Training Regulator Act 2011 Standards for Registered Training Organizations 2015 Australian Core Skills Framework

