



**TrEd Healthcare College**  
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## ADMISSIONS POLICY – VET

### Purpose

The purpose of this policy is to provide details of the resources and assistance available to all students in terms of access to services that support a student’s experience at TrEd Healthcare College. THC must provide adequate support services to international students. The requirement to deliver these services to international students studying on a student visa is set out in Standard 6 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. THC provides these services to all international students regardless of the visa on which the student may be studying.

**Definition of “THC”** – TrEd Healthcare College trade as TrEd Healthcare College and any reference in this policy relating to “THC” is TrEd Healthcare College. For the purpose of this Policy, any reference to ‘THC’ should be considered a reference to TrEd Healthcare College.

### Policy Statement:

Admission requirements focus on merit and fostering academic success.

1. THC encourages lifelong learning, including formal, informal and non-formal learning. It provides applicants for admission to THC’s programs with the opportunity to have relevant, previous learning considered in their application.
2. THC shall take into account possible educational disadvantage when determining admission requirements.
3. Applicants are admitted by fair, timely, and transparent procedures, on the basis of clearly defined, consistent and equitable processes.
4. Staff involved in the admission process must not divulge to any unauthorised person any information related to an individual student's application or admission.
5. THC reserves the right to refuse entry to any applicant based on an individual's inability to meet the educational and financial requirements of THC.
6. Upon admission it is the student’s responsibility to make themselves aware of and comply with THC’s policies and procedures.

### Admission Requirements

THC is a direct entry institution and admission is granted through the normal tertiary process of direct entry. Prospective students may be admitted via direct application.

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## Qualification Level Requirements

To support a successful study experience with THC, applicants are required to meet the following entry requirements for differing Australian Qualifications Framework level qualifications:

### Certificate III

The applicant should:

- Have completed Australian Year 10 or higher (or equivalent) and be able to provide evidence of such; OR
- Achieve competency in Exit Level 2 score and working at Level 3 within the Australian Core Skills Framework assessment in Reading and Numeracy; AND
- Meet any mandatory entry requirements as described in the relevant training package.

### Certificate IV

The applicant should:

- Have completed Australian Year 11 or equivalent and be able to provide evidence of such; OR
- Hold a Certificate III or higher level qualification; OR
- Achieve competency in Exit Level 3 score and working at Level 4 within the Australian Core Skills Framework assessments in Reading and Numeracy: AND
- Meet any mandatory entry requirements as described in the relevant training package.

### Diploma and Advanced Diploma

The applicant must:

- Meet any mandatory entry requirements as described in the relevant training package; AND Provide a copy of a Senior Secondary Certificate of Education (i.e. a Year 12 qualification); OR
- Provide a copy of a higher level qualification completed, or with successful completion of at least 1 year (full-time equivalent); OR
- Achieve IELTS score of 7.5 score and working at Level 4 within the Australian Core Skills Framework assessments in Reading and Numeracy. For further details regarding Exit Level scores within the Australian Core Skills Framework see [Language, Literacy and Numeracy Policy - VET](#).

## Other Entry Requirements

In addition to the qualification level requirements above, applicants are required to meet the following entry requirements:

1. All applicants must supply the College with a Unique Student Identifier (USI) should their enrolment be successful. As a student who is about to commence nationally recognised training (Vocational Education and Training – VET) in Australia, **you will be required to obtain a Unique Student Identifier (USI)**. Your USI links to an online account which contains all records of training and results that you will have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account. When applying for a job or enrolling in further study, you may need to provide your training records and results. From 1 January 2015 THC as a Registered Training Organisation (RTO) cannot issue any formal documentation such as your Academic Record or your Testamur once you have completed your award, or a Statement of Attainment throughout your study, until you have provided us with a USI. This means that **you will not be able to receive any formal documentation to confirm your study if you do not have a USI**. Details on how to obtain a USI if you do not have one will be provided on enrolment. There are some exceptions to USI  
a. requirement, please refer to [Unique Student Identifier Policy - VET](#).

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2. All applicants must attend a final admissions interview upon submission of their online enrolment. During the admissions process an applicant may be provided with additional online study skills courses to support the successful study journey.
3. All applicants for whom English is not the primary language must have an academic IELTS score of 6.0 for Certificate IV, Diploma of Enrolled Nursing all applicants must have a 7.0 IELTS score. This level has been set to ensure the student will have the ability to successfully engage with course materials and teaching staff. Refer to the English Proficiency Policy - VET for details. At the discretion of the College, prospective students may be required to undertake an assessment of English language at their own cost and achieve a result at least equivalent to IELTS 7.0
4. Successful admission into some VET courses offered by THC requires evidence of successful completion of a pre-requisite qualification. See the Reenrolment and Pre-requisites section for further information.
5. All applicants must be 18 when being offered a Letter of Offer for Diploma of Nursing by TrEd Healthcare College. Prospective students under the age of 18 must have their enrolment paper work witnessed by a parent or guardian for Certificate courses. International students must be 18 years of age or older on arrival to Australia to be eligible for admission.
6. Working with Children – As outlined in the [Working with Children Checks Policy](#), where students are enrolled in a qualification that includes a practicum component, there will likely be instances requiring them to practice on children. As such, a successful Working with Children Check (WWC) or its equivalent is a condition of enrolment for these courses and must be submitted to THC and maintained for the period of a student's enrolment with THC (each State / Territory differs slightly in its legislative requirements; see Working with Children Checks Policy for WWC requirements by jurisdiction). VET students must supply their WWC Check prior to commencement of their first teaching period (i.e. semester) with THC. To allow appropriate time for processing (up to 6 weeks), students should submit their application for a WWC Check immediately on notification of enrolment at THC being successful. In some instances, WWC Checks (particularly those for international students) may take longer to receive than the timeframes stated above. In these instances, students will be required to provide evidence that their WWC Check application has been submitted well in advance of the due date, and they will not be permitted to practice on children until such a time as their successful WWC Check is received by THC. Students who are not able to produce or maintain a successful WWC Check will not be able to complete any qualification at THC that has a practicum component requiring them to be able to practice on children. In these instances, the student is unable to meet the requirements for course completion and THC will immediately cancel their enrolment in the course. The provisions of the [Fees Policy - VET will apply](#)
7. It is the responsibility of all students admitted to THC to acquire the required text books, training tools and resources required to fully participate on campus and / or in online units of study.
8. In the normal admissions process, it may be determined that applicants are potentially unequipped for successful study at THC because they do not meet all or some of the Admissions Requirements. The process for managing an applicant in this circumstance is outlined in the [Admissions Procedure - VET](#).

## Refusal and Exclusion

THC reserves the right to refuse admission of a prospective student based on the following criteria:

1. The applicant demonstrates behaviours that do not meet the standards set out in the Student [Code of Conduct – VET](#)

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2. The applicant does not meet the minimum entry requirements, conditional course requirements (i.e. does not pass a Working with Children Check), or ongoing course requirements, and is not prepared to pursue the advice provided by THC to gain additional knowledge prior to commencing study.
3. Serious financial, personal or health issues that will affect the student's ability to meet study requirements or to continue in the relevant award and thereby achieve the outcomes of the course despite support services offered by THC.
4. Applicants deemed unequipped to enrol may be referred to other educational institutions to seek additional learning prior to reapplying at THC.

Applicants may not apply for admission to THC during a period of exclusion from any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details of the exclusion penalties that were applied with their application. Applicants who have met the admissions requirements but who have been excluded previously from a course, at THC or at another tertiary institution, must demonstrate that they have an improved likelihood of success in the course for which they are applying.

Applicants who have been excluded for misconduct from the College or any other tertiary institution must show cause by providing a statement outlining why they should be considered for readmission.

## Grievance Policy - VET

Should a prospective student be refused entry or disagree with any of the terms of conditions of enrolment or wish to appeal any decision, the applicant can lodge a formal Grievance through the [Grievance Policy – VET](#) for consideration.

## Re-enrolment and pre-requisites

THC will provide all the information that is required for students to ensure they maintain course enrolment, including how to re-enrol in applicable units for the next study period.

Enrolment into some qualifications or units of study may be subject to the regulatory, qualification pre-requisites or unit of study pre-requisites which are required to be achieved prior to enrolment to ensure the underpinning knowledge has been obtained.

For entry into courses with pre-requisite qualification requirements, the qualification held by the applicant being used to satisfy the pre-requisite requirements for entry into THC course must be the current training package or the immediate previous version of the training package, and must have been awarded within the past 3 years. If the qualification was awarded more than 3 years ago but is still one of the relevant training packages, the applicant must demonstrate ongoing membership of a relevant professional association since acquisition of the award to demonstrate currency of competency in this field.

## Course Duration

Students must complete their course within a specified timeframe (refer to Academic Progression Policy - VET). Students may apply for an extension to course duration. This request is to be addressed to the Training and Development Manager, in consultation with the Student Support Services Manager. When making a decision to extend course duration THC will consider:

1. Compassionate or compelling circumstances
2. Availability of courses / units of study
3. How the student will undertake and complete the course with a reasonable chance of success
4. Regulatory requirements

## Admissions Standards

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Admission standards will be monitored on a yearly basis, and management will undertake adjustments to standards where required. All decisions relating to Admissions and the scope of this policy are the responsibility of the National Sales, Marketing and Admissions Manager through the Office of the CEO, Operations Manager and governed by the legislative requirements related to each course.

## Definitions:

**IELTS:** is the International English Language Testing System and is a language requirement for entry to all courses in further and higher education where teaching is conducted in English. IELTS General Training module is suitable for candidates who are migrating to English-speaking countries or going to English speaking countries to complete their secondary education or undertake training programs.

**Student / Learner** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student.

<b>Policy Author:</b>	Quality, Compliance and Governance Manager
<b>Policy Owner:</b>	Director of Operations
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<b>Approved by:</b>	Director/Chief Executive Officer (Pending) Date:
<b>Policy Status</b>	<b>Draft</b>
<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"> <li>• Admissions Team</li> <li>• Business and Development Manager</li> <li>• Director of Studies</li> <li>• Operations Manager</li> <li>• Quality Governance and Compliance Manager</li> <li>• Department Managers</li> <li>• Business Development Manager</li> <li>• Student Support Services Manager</li> </ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• Admissions Team</li> <li>• All International Students</li> <li>• Director of Studies</li> <li>• Quality, Governance and Compliance Team</li> <li>• Training and Development Manager</li> <li>• Student Support/Services Team</li> <li>• Operations Manager</li> </ul>