

THE RTO ADMISSIONS POLICY

1 PURPOSE AND SCOPE

- 1.1 The College RTO Admissions Policy specifies the principles guiding admission to The College RTO qualifications and units. The admission process includes the following stages: application, pre-enrolment, enrolment and orientation.
- 1.2 This Policy provides a framework for prospective students seeking to undertake qualifications and units through The College RTO.
- 1.3 This Policy meets all legislative and regulatory obligations and quality standards related to the selection and enrolment of students into qualifications and units provided by The College RTO.
- 1.4 The RTO Admissions Policy applies to all domestic and international applicants for admission to The College RTO qualifications and units, and all staff involved in admissions decisions and processes.

2 DEFINITIONS

- 2.1 For the purposes of this Policy, and associated Procedures, the following definitions apply:
 - 2.1.1 AQF – the Australian Qualifications Framework.
 - 2.1.2 ASQA – Australian Skills Quality Authority, the national Vocational Education and Training (VET) regulator for RTOs.
 - 2.1.3 Qualification – accredited certification recognising the successful completion of an AQF course that has prepared a person for employment and/or further education and training.
 - 2.1.4 RTO – Registered Training Organisation.
 - 2.1.5 Services – training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.
 - 2.1.6 The Board – Western Sydney University Enterprises Board.
 - 2.1.7 The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
 - 2.1.8 The University – Western Sydney University.
 - 2.1.9 USI – Unique Student Identifier.
 - 2.1.10 Unit – Unit of Competency. A qualification includes of a number of units and each unit can be assessed and recognised individually.
 - 2.1.11 VET – Vocational Education and Training.

3 POLICY STATEMENT

- 3.1 This Policy provides for a systematic and fair approach towards student application, selection, enrolment and orientation into The College RTO qualifications and units. Student selection and admission processes are equitable, merit-based and designed to identify students' individual needs and aptitude to complete their chosen qualification or unit/s.
- 3.2 This Policy is designed to encourage access of non-traditional and diverse student groups.

4 PRINCIPLES

- 4.1 Students admitted to a qualification or unit demonstrate the academic preparation and proficiency in English needed to participate in their intended study. Language, Literacy and Numeracy (LLN) testing will be undertaken by all applicants, where an applicant cannot provide evidence of relevant qualifications, to identify any limitations that would be expected to impede progression and completion. Where LLN testing reveals cause for concern, the applicant may be required to undertake an additional verbal assessment. Where support services are identified as needed to assist an individual applicant, The College RTO will refer the applicant to relevant service/s.
- 4.2 Admission requirements and processes are documented. Accurate, relevant and timely information is publicly available and accessible, including access for students with special needs, to enable informed decision making about access to educational offerings and experiences.
- 4.3 Admission requirements and processes are applied fairly, consistently and objectively to ensure that admission decisions assess the relative merit of eligible applicants, taking into consideration prior achievement and equality of opportunity.
- 4.4 During the application and enrolment process, The College RTO will ensure potential applicants are provided with, and confirm they understand, the course details, students' rights and responsibilities, and The College RTO's obligations.
- 4.5 For qualifications or units that attract funding or government subsidies, The College RTO will ensure applicants are provided with, and confirm they understand, information related to eligibility and other requirements in order to access the funding or government subsidies. The College RTO will ensure eligibility requirements for funding or government subsidies are met in full prior to enrolling a student.
- 4.6 The College RTO only selects applicants and enrolls students into qualifications and units when they have provided appropriate evidence of identity, a USI, or authorisation to generate a USI, and meet all applicable entry requirements, which may include additional screening checks, and/or pre-requisites (that may include prior academic achievement).
- 4.7 The College RTO is committed to advising applicants that, should they undertake to enrol into a qualification or unit at The College RTO, they are protected under Australian Consumer Law. These protections include areas such as unfair contract terms, consumer guarantees, and unscrupulous sales practices. By agreeing to enrolment and by signing an application for enrolment form, the student is agreeing to the terms and conditions of the enrolment.

- 4.8 The College RTO offers an orientation program which ensures that students have appropriate information with regard to The College RTO administrative, training and assessment services to enable satisfactory engagement with qualifications and units.
- 4.9 The College RTO will ensure admission arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation.

5 ROLES AND RESPONSIBILITIES

- 5.1 The College RTO Director is responsible for the application of this Policy, and may delegate all or part of it to a staff member of The College RTO.
- 5.2 The College RTO Director, or delegate, is responsible for:
 - 5.2.1 Approving admission requirements.
 - 5.2.2 Receiving and reviewing reports from Lead Trainers and Coordinators about participation, progression and completion by student cohorts to inform admission standards.
 - 5.2.3 Developing any course specific admission requirements to enable students to have attained the level of knowledge and skills necessary to be successful in the course.
 - 5.2.4 Assessing all applications against the minimum admission requirements.

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STATUS AND DETAILS

Status	Current		
Version	1		
Effective Date	24 June 2020		
Review Date	24 June 2023		
Approval Authority Policy	Western Sydney University Enterprises Board		
Endorsed by	The RTO Committee		
Unit Responsible	The College Registered Training Organisation		
Enquiries Contact	The College RTO E: rto@westernsydney.edu.au		
Available On	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
Policy Code	POL_ACA_004		
Policy Category	Academic		
Related Documents, including Legislation/Policies/Procedures	<p>The RTO Admissions Procedures</p> <p>The RTO RPL and Credit Transfer Policy</p> <p>The RTO RPL and Credit Transfer Procedures</p> <p>The RTO Fees and Refunds Policy</p> <p>The RTO Fees and Refunds Procedures</p> <p>The RTO Complaints and Appeals Policy</p> <p>The RTO Complaints and Appeals Procedure</p> <p>The RTO Marketing and Advertising Policy</p> <p>Student Handbook</p> <p>Western Sydney University's Student Code of Conduct</p> <p>Smart and Skilled NSW Quality Framework, Contract Terms and Conditions and Operating Guidelines</p> <p>Standards for Registered Training Organisations (RTOs) 2015</p> <p>Australian Government Unique Student Identifier Scheme</p> <p>Competition and Consumer Act 2010</p> <p>VET Student Loans Act 2016</p>		

	Education Services for Overseas Students (ESOS) Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018
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Summary of Changes from Previous Version