

THE RTO ADMISSIONS PROCEDURE

1 PURPOSE

- 1.1 The Admissions Procedures give effect to The RTO Admissions Policy so that:
 - 1.1.1 admissions requirements and processes are documented and applied fairly, consistently, and objectively;
 - 1.1.2 admitted students have the academic preparation, age and proficiency in English needed to participate in their intended study and no known limitations that would be expected to impede their progression and completion; and
 - 1.1.3 admission and other contractual arrangements with students are in writing and include any particular conditions of enrolment and participation for undertaking particular qualifications and units that may not apply to other courses more generally.
- 1.2 This Procedure sets out the processes that The RTO will use to ensure that prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:
 - 1.2.1 all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies;
 - 1.2.2 whether there is a requirement for a Language, Literacy and Numeracy (LLN) assessment to determine suitability;
 - 1.2.3 arrangements and potential eligibility for Recognition pathways; and
 - 1.2.4 changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.
- 1.3 This procedure outlines the requirements relating to The RTO courses that lead to qualifications and Statements of Attainment.

2 SCOPE

- 2.1 The Admissions Procedure applies to all domestic and international applicants for admission to The RTO qualifications and units, and all staff involved in admissions decisions.

3 PRE-ADMISSIONS

- 3.1 An Information Session may be organised for all applicants prior to course commencement. This will be conducted by the Lead VET Trainer and Assessor (or delegate) and will share details on the course. The session is conducted to assist applicants to have a greater understanding of the course structure and requirements.

- 3.2 All prospective students receive an enrolment pack including the course application form, course information, Student Handbook, and additional course specific documents. This may also include a Credit Transfer form and/ or an RPL Expression of Interest application form where this has been discussed during initial inquiry.
- 3.3 Students are to complete the application form and other additional course specific documents. To be considered for admission to a qualification or unit at The RTO, an applicant must meet The RTO's minimum admission requirements, including any course-specific admission requirements.
 - 3.3.1 Minimum age requirements for admission:
 - 3.3.1.1 students under the age of 18 years of age will require parental/guardian permission to enrol;
 - 3.3.1.2 the national standards for minimum age for vocational training programs is 15 years at the time of enrolment. However, this is depending on the course in which the applicants chose to enrol. The Responsible Service of Alcohol (RSA) and Responsible Conduct of Gambling (RCG) short courses have a minimum age of 17 to apply.
 - 3.3.2 Prerequisite academic requirement for specific courses:
 - 3.3.2.1 minimum academic requirements or prerequisites are compulsory to some courses. Applicants are advised prior to enrolment on the minimum academic requirements before enrolment; and
 - 3.3.2.2 TAE40116 Certificate IV in Training and Assessment – applicants must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.
 - 3.3.3 Some qualifications and short courses have other requirements that may include, but not limited to:
 - 3.3.3.1 health requirements;
 - 3.3.3.2 eligibility to study / Visa conditions;
 - 3.3.3.3 requirements for security checks (eg. Police Check and Working with Children Check);
 - 3.3.3.4 specific language requirements; and
 - 3.3.3.5 specific requirements of work placements.

4 APPLICATION FOR ADMISSION

- 4.1 Assessment of an applicant's eligibility and capacity for a specific course and specific level of study is required. This includes determining any additional support services needed by the student to successfully complete the qualification.
- 4.2 The Student Administration Officer, or delegate, checks the application for enrolment for completeness and inclusion of required evidence including:
 - 4.2.1 completed application form;
 - 4.2.2 signed acceptance of the conditions and responsibilities of a student as detailed in the Student Declarations and Privacy Statement which is included in the application form;
 - 4.2.3 signed acceptance of Student Handbook information;
 - 4.2.4 copies of ID (which may include Driver's License, Photo ID, Student ID, Passport, Medicare, Birth Certificate);
 - 4.2.5 copy of Visa conditions;
 - 4.2.6 USI (Unique Student Identifier);
 - 4.2.7 completion of additional course specific documentation;
 - 4.2.8 completion of Credit Transfer Form and/or RPL Expression of interest application form (if applicable);
 - 4.2.9 academic transcripts, copy of testamurs of relevant qualifications, (if applicable);
 - 4.2.10 resumes, evidence of work experience, portfolios (if applicable); and
 - 4.2.11 interview (if required).
- 4.3 If incomplete, the application is returned to the applicant and will only progress to the next step once the application is complete. The application will be escalated to the RTO Director if any special consideration is required (fees or payment adjustments/options or staff benefits).
- 4.4 The Student Administration Officer, or delegate, reviews all information provided by applicants. Applicants who meet the initial course-specific admission requirements are enrolled into the Student Management System (SMS) as a tentative enrolment for the relevant course.
- 4.5 If an applicant indicates on the application form that they have a learning disability which requires support, after a consultation with the applicant, learning support options will be offered. Support may include Assistive Technology (AT) device, system or design that provides solutions for people with barriers to learning. These are to be included in a Student Support Plan detailed in the Letter of Offer (below in Section 5.4).
- 4.6 Applicants for all qualifications and units listed below may need to complete the prerequisite LLN component, or other course-specific pre-approved pathway, if so

determined after an assessment of the application information submitted in Clauses 4.1 and 4.2, or according to funding body requirements (if any).

- 4.7 The applicant will receive a Receipt of Application email and an entry link to the prerequisite LLN component (where required). For further information on the LLN component, please see Section 7. Where other course-specific entry pathways have been preapproved, this will be documented in the Training and Assessment Strategy. Should an applicant require an academic review they are delegated to the Lead VET Trainer and Assessor.
- 4.8 Applicants may have an interview (in person/remotely) as part of the admission requirement. The requirement for an interview depends on concerns raised by the Student Administration Officer based on the application documentation submitted. The interview is used as an additional means of determining capability. Applicants requiring the interview assessment will be contacted by the Student Administration Officer to explain the aim of the interview.
- 4.9 After the interview process, the Student Administration Officer will determine if applicants meet the initial course admission requirements. This will be noted on the student file in the SMS.
- 4.10 Applicants who do not meet the initial course-specific admission requirements will be sent an email to inform them of this decision and the reason/s why their application is not being accepted.

5 ADMISSION ACCEPTANCE

- 5.1 Applicants will be notified of the decision for admission within seven (7) days of completing their application including their LLN assessment (if required), or another course-specific pre-approved pathway, provided to them.
- 5.2 Students who are unsuccessful will be notified by email, detailing reasons for the refusal.
- 5.3 Successful applicants will receive a Letter of Offer.
- 5.4 The Letter of Offer includes:
 - 5.4.1 course details (start date, duration, location, units enrolled in, etc.);
 - 5.4.2 details outlining the fees, due dates, and payment options;
 - 5.4.3 all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies;
 - 5.4.4 policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges – access to all policies and procedures relating to students;
 - 5.4.5 Student Support Plan (where the student has not met the threshold LLN levels that warrant a Support Plan and/or where a student has discussed support needs); and

- 5.4.6 weblink access to The RTO's Policies and Procedures.
- 5.5 For deferment of the course, please refer to the Fees and Refunds Policy and Procedure.
 - 5.5.1 in fee-for-service courses, successful applicants will be able to defer their place in the course providing all fees are paid for;
 - 5.5.2 in government funded programs or student loan arrangements, successful applicants are able to defer their fees subject to the terms and conditions of the funding arrangements.
- 5.6 Where a course has any specific conditions of enrolment or required participation that may not apply to other courses more generally, the Letter of Offer will include details of these, such as:
 - 5.6.1 health requirements;
 - 5.6.2 requirements for security checks;
 - 5.6.3 specific language requirements; and
 - 5.6.4 specific requirements of work placements.
- 5.7 Once the applicant has met all requirements of the admission process and The RTO has received the initial payment of course fees, their status on the SMS is changed from 'tentative' to 'in progress' in the relevant course.
- 5.8 A 'Welcome Email' is sent to the student as confirmation of enrolment. The 'Welcome Email' will be sent no less than five (5) days prior to class commencement. This email will include:
 - 5.8.1 course start date and time;
 - 5.8.2 course venue and classroom details (if applicable) or online connection details;
 - 5.8.3 campus security information;
 - 5.8.4 parking information; and
 - 5.8.5 what to bring to training.

6 ADDITIONAL CONSIDERATIONS

- 6.1 The RTO Director may appoint a Student Administration Officer to make selection decisions on behalf of the Director. The Student Administration Officer will identify applicants who meet the course entry requirements, including minimum academic requirements.
- 6.2 The RTO reserves the right to request an applicant to authorise The RTO to obtain further information about the applicant from relevant external bodies.
- 6.3 Any staff member involved in a selection decision who has, may have, or may be perceived to have a conflict of interest, must disclose this conflict to The RTO Director.

- 6.4 If any staff member involved in a selection decision becomes aware of any attempt to breach the Admissions Policy, they must immediately notify The RTO Director.
- 6.5 If the Student Administration Officer is unsure whether an applicant is suitable for admission, they can escalate an application to The RTO Director.

7 LANGUAGE, LITERACY AND NUMERACY (LLN) ASSESSMENT OR OTHER PRE-APPROVED COURSE PATHWAY

- 7.1 Specific courses or funding arrangements may have pre-approved pathways to meet LLN requirements. Applicants enrolling into these specific courses are required to provide sufficient evidence against pre-determined benchmarks. Their current skill level must sit at the same threshold entry levels of each of the five core skills in the specific qualification/unit profile.
- 7.2 Should the applicant fail to produce sufficient evidence they will be required to undertake the LLN test prior to course entry. Evidence will be assessed by Student Administration Officer and Course Trainer where required.
- 7.3 The LLN test, or other course-specific pre-approved pathway, may assess requisite language, literacy and numeracy proficiency for specific course levels assisting in the determination of academic suitability.
- 7.4 The LLN test requirements are as follows:
 - 7.4.1 Applicants may only attempt the LLN test once, unless there are extenuating circumstances, for example technological error or illness, that require a second attempt. Any second attempt allowed must be file-noted in the applicant's file with an explanation by the Student Administration Officer.
 - 7.4.2 To be admitted into a unit or qualification, an applicant's results must meet the acceptable entry threshold levels for each of the five core skills in the qualification/unit profile.
 - 7.4.3 Where an applicant's result is two (2) points below the maximum threshold entry level in only one (1) of the five (5) core skill areas, the applicant is contacted by the Student Administration Officer to discuss their results.
 - 7.4.4 The Student Administration Officer will offer entry into the qualification/unit on the basis that the applicant verbally agrees to be placed on a Student Support Plan to enable further support for the identified lower core skill throughout their studies. Once this verbal agreement is given from the student, the Student Administration Officer file notes this in the student's file on the SMS. The Student Administration Officer prepares the Student Support Plan and saves into the student's file. The Student Support Plan is sent to the course trainer and student. The applicant's details will be placed on the Student Support Register.
 - 7.4.5 Where the applicant's results are two (2) or more points below the maximum threshold entry level in more than two (2) core skills within the qualification/unit profile, the student will not be permitted entry into the qualification/unit (please see

below example). Further options regarding more suitable programs may be discussed with students on request.

- 7.4.6 Where the result is three (3) or more points below the maximum threshold entry level in any one or more of the core skill areas, further options in regard to other more suitable programs may be discussed with students on request. The student will not be allowed entry into the unit/qualification.

8 COMPLAINTS AND APPEALS

- 8.1 All complaints and appeals should be sent in writing to The RTO Director. Please refer to The RTO Student Complaints and Appeals Policy for further information.

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STATUS AND DETAILS

Status	Current		
Version	2		
Effective Date	21 November 2022		
Review Date	21 November 2023		
Approval Policy	The College Senior Management Team		
Governing Authority	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"/>
Procedure Code	PRO_ACA_004		
Procedure Category	Academic		
Parent Policy	The RTO Admissions Policy		
Related Documents, including Legislation/Policies/Procedures	The RTO Admissions Policy The RTO Student Complaints and Appeals Policy The RTO Student Complaints and Appeals Procedure The RTO Fees and Refunds Policy The RTO Fees and Refunds Procedure The RTO Recognition of Prior Learning and Credit Transfer Policy The RTO Recognition of Prior Learning and Credit Transfer Procedure Course Application Forms Course Information Receipt of Application The Standards RTO (2015)		

Summary of Changes from Previous Version

Clarified signed acceptance at Clause 4.2.2 and 4.2.3