

ADMISSION POLICY AND PROCEDURE

DOMESTIC STUDENT

POLICY STATEMENT

CHARLTON BROWN® ensures that student application and selection processes are fair, equitable and transparent on the basis of clearly defined entry criteria to be used for student selection. Selection of students is focused on merit and fostering academic success.

PURPOSE

The purpose of this policy is to provide a framework for the selection and admission of domestic students for VET courses and VET units of study, including students seeking Commonwealth assistance through VET FEE-HELP.

SCOPE

This policy applies to all domestic persons who meet the required criteria for enrolling under identified VET courses of study or VET units of competency with CHARLTON BROWN®. This policy applies to domestic students who are full fee paying students and/or students accessing the VET FEE-HELP loan scheme.

DEFINITION

Domestic student – a person enrolling in VET course of study who is an Australian citizen, an Australian permanent resident (holders of all categories of permanent residency visas, including humanitarian visa)

Full Fee Paying Student – a student enrolled in a VET course of study for which the provider does not receive any funding or loan from a State, Territory or the Commonwealth in relation to the student's enrolment in that course.

VET FEE-HELP - VET FEE-HELP is a loan scheme that helps eligible Domestic students pay their tuition fees for higher-level VET qualifications through an approved VET training provider

KEY POLICY POINTS

- Minimum qualification entry requirements will be applied as specified in the relevant Training Package or specified as part of the VET FEE-HELP eligible course.
- In setting other additional requirements for courses, CHARLTON BROWN® will identify the minimum skills, knowledge, resources, work environment and work experience necessary for student success in their chosen VET course of study. This will include determination of minimum English language, literacy and numeracy skills required for the course level.
- The entry requirements and selection criteria for all courses, including specific criteria for selection into VET FEE-HELP eligible courses will be published in the CHARLTON BROWN® website and will be provided to applicants prior during the Pre-Admission process. These admission requirements do not present unreasonable barriers to access.
- Potential students seeking to enroll will be assessed for entry to study through the same published entry requirements and procedure.

- Applicants with previously completed study in other VET courses or significant work experience may apply for exemptions through the Recognition of Prior Learning process (RPL)
- In cases where the applicant is assessed as not being eligible to enter the VET course of choice, the applicant will be advised that they are not eligible to enroll and may have alternative options offered for their consideration.; including not enrolling with CHARLTON BROWN®.
- CHARLTON BROWN® will recognize and remove systemic barriers to learner access and participation and ensure admission procedures promote inclusion and are free from unlawful discrimination.

LEGISLATIVE CONTEXT

This policy supports the *Higher Education Support Act 2003 (HESA)*, *Standard One and Standard Five of the Standards for RTOs 2015*, and the *VET Guidelines 2015*.

Pre Admission

1. Provision of information to student

- 1.1 All potential students are provided with current and accurate information that enables the learner to make informed decisions about undertaking training with CHARLTON BROWN®.

Together with course information, general study information is provided including:

- Third party information if training and assessment services are to be provided by another RTO
- Course outline, duration and schedule, mode of delivery, and vocational outcomes
- Eligibility requirements and associated information for specific government loan schemes including VET FEE-HELP
- Information regarding VET FEE-HELP loan scheme, census dates, tuition fee periods, payment options other charges if applicable
- VET FEE-HELP Information Booklet and forms
- CHARLTON BROWN®'s Code of Practice
- Withdrawal and Re-Credit policies and procedures
- Access and Equity policy
- Privacy and confidentiality policy
- Recognition of Prior Learning policy and procedures
- Complaints and Appeals policy
- Learning support strategies

- 1.2 Admission policy and procedures and entry/eligibility criteria for admission to VET courses of study will be provided to all potential students

- 1.3 The students will be informed of any changes to services, third party arrangements, and change in ownership that will affect the agreed services to be provided by CHARLTON BROWN®

1.4 Prospective students will be provided all of the information in Clause 1.1.-1.3 principally through the CHARLTON BROWN® website. Applicants are encouraged to contact a Student Enrolment Officer who will be able to provide further information regarding possible study options. Enrolments Team may be contacted through:

Email: enrolments@charltonbrown.com.au or
Phone: (07) 3216 0288

1.5 During the Pre-Admission process, the Student Enrolment Officer conducts an interview with the applicant and identifies the level of education already attained. Applicants are also questioned in regard to their interests, abilities and career aspirations. Their reason(s) for seeking admission to the VET course of study, their educational and work history will also be considered.

Using this information, the Student Enrolment Officer will then perform an interim assessment (training needs analysis) of the suitability of the potential student for admission into a VET course of study.

1.6 Language, Literacy and Numeracy (LLN)

LLN requirements are set for each course level. The CHARLTON BROWN® LLN tool has been set to ensure the student will have the prerequisite language, literacy and numeracy skills to successfully participate in the learning process and achieve the requirements of the course.

The LLN tool will also highlight potential learning difficulty that the applicant may have. This information will then be assessed by the RTO Manager and instructions will be given to the respective Trainer/Assessor to inform selection of appropriate learning strategies and additional supports that may assist the student.

Results of the LLN test will be provided to the student as soon as practicable after the assessment and will also be provided to the Department of Education upon request. Results of a student's LLN test will be retained for at least 5 years.

1.7 Based on information provided by the applicant and considering course entry requirements, the Student Enrolment Officer will recommend the VET course(s) of study that best suit the applicant's goals and needs and educational and work history. This will assist the applicant make informed decisions about their enrolment.

1.8 The Student Enrolment Officer may also discuss government loan assistance available and payment options that may suit the needs of the applicant.

1.9 Applicants are advised to request RPL or credit transfer at the time of enrolment, if applicable.

2. Entry Requirements

2.1 Entry requirements are the minimum qualifications, knowledge, skills and experience that an applicant must have if they are to be considered for entry into a CHARLTON BROWN® course of study.

2.2 Entry requirements are comprised of the general entry requirements and additional course level specific entry requirements specified in Clauses 3 and 4.

- 2.3 An eligible applicant is one who has met both the general entry requirements as well as additional course specific entry requirements.
- 2.4 Entry requirements for a course of study are advertised on the CHARLTON BROWN® website, and in course specific information materials.
- 2.5 Transparent entry requirements, both academic and non-academic, shall be used to underpin judgements that are made during the selection procedure for entry.

3. General Entry Requirements

To support a successful study experience with CHARLTON BROWN®, applicants are required to meet the following general entry requirements:

3.1 Unique Student Identifier

All applicants are required to obtain a Unique Student Identifier (USI) should their enrolment be successful. The USI links to an online account which contains all records of training results that a person will have completed from 01 January 2015 onwards. CHARLTON BROWN® will not be able to issue formal documentation i.e., Statement of Attainment, Record of Results or Certificate, if the student does not have a USI.

3.2 Computer literacy

All applicants must have basic computer skills and have access to the Internet and a personal email account.

3.3 Minimum age requirement

All applicants must be at least 16 years of age upon enrolment. Prospective students under the age of 18 must have their enrolment paperwork, loan applications and agreements signed and witnessed by a parent or guardian.

3.4 First Aid

All applicants enrolling in a course which includes a practicum component are required to hold a current recognised First Aid Certificate prior to commencing their first client contact session.

3.5 Criminal History Check/ Blue card / Working with Children Check

For students who are enrolled in a course that includes a practicum component, there will likely be instances requiring contact with children and people with disabilities in the workplace. As such, a successful Blue Card / Work with Children Check and a Criminal History Check (Police Check) will be required for enrolment and must be submitted to CHARLTON BROWN® and maintained for the period of the student's enrolment.

Students who are not able to obtain and submit a successful Criminal History Check, Blue Card / Work with Children Check will not be able to complete the requirements of the course and will have their enrolments cancelled.

Note: Each State/Territory differs slightly in its legislative requirements.

4. Course level specific entry requirements

Course level specific entry requirements are additional entry requirements designed to ensure students have adequate prior knowledge and skills to undertake that course of study successfully.

The detailed content of the course specific entry requirements will be developed by the RTO Manager together with relevant academic staff.

For applicants who are required to submit proof of equivalent competency in core skills and/or would like their previous skills and experience to be acknowledged, their applications will be directly referred to the CHARLTON BROWN® RTO Manager for assessment and consideration. Interviews and additional evidence may be required.

4.1 For VET Certificate III Courses

Applicants for VET certificate III level courses must satisfy the following minimum entry criteria:

- The applicant satisfies the general entry requirements as set out in this procedure
- Completion of at least Year 10 from an Australian secondary school; and
- Successful completion of the CHARLTON BROWN® LLN tool; or
- Proof of equivalent competency in core skills to a level appropriate for the course competency in which the student is seeking to enroll

4.2 For VET Certificate IV Courses

Applicants for VET certificate IV level courses must satisfy the following minimum entry criteria:

- The student satisfies the general entry requirements as set out in this procedure
- Completion of at least Year 11 from an Australian secondary school; or
- Completion of a Certificate III level qualification issued under the Australian Qualification Framework (AQF); or both
- Successful completion of the CHARLTON BROWN® LLN tool; and
- Proof of equivalent competency in core skills to a level appropriate for the course competency in which the student is seeking to enroll

4.3 For VET Diploma Courses

Applicants for VET diploma level courses must satisfy the following minimum entry criteria:

- The student satisfies the general entry requirements as set out in this procedure
- Completion of at least Year 12 from an Australian secondary school; or both
- Successful completion of the CHARLTON BROWN® LLN tool and
- Proof of equivalent competency in core skills to a level appropriate for the course competency in which the student is seeking to enroll
- Potential students accessing the VET FEE-HELP loan scheme who have not completed Year 12 from an Australian secondary school will be required to complete the LLN Tool and has to achieve competency at or above Exit Level 3.

4.4 For VET Advanced Diploma

Applicants for VET advanced diploma level courses must satisfy the following minimum entry criteria:

- The student satisfies the general entry requirements as set out in this procedure
- Completion of at least Year 12 from an Australian secondary school; or both

- Successful completion of the CHARLTON BROWN® LLN tool and
- Proof of equivalent competency in core skills to a level appropriate for the course competency in which the student is seeking to enroll
- Potential students accessing the VET FEE-HELP loan scheme who have not completed Year 12 from an Australian secondary school will be required to complete the LLN Tool and has to achieve competency at or above Exit Level 3 for diploma and advanced diploma level courses.

4.6 For VET Graduate Certificate

Applicants for VET graduate certificate level courses must satisfy the following minimum entry criteria:

- Completion of a relevant Diploma or Advanced Diploma, or a relevant Certificate III or Certificate IV together with significant relevant vocational practice; or
- Extensive relevant vocational practice, without formal qualifications; or
- Completion of a higher education qualification, together with relevant vocational practice.
- In addition to proof of eligibility for course specific entry requirements, applicants whose first language is not English must demonstrate English proficiency at a minimum of IELTS level of 6.5 or equivalent

4.5 For VET Graduate Diploma

Applicants for VET graduate diploma level courses must satisfy the following minimum entry criteria:

- Completion of a Bachelor's Degree; or
- Completion of a relevant Graduate Certificate; or
- Diploma, Advanced Diploma or higher level vocational certificate with a minimum of two years relevant experience demonstrating potential to undertake work at this level
- In addition to proof of eligibility for course specific entry requirements, applicants whose first language is not English must demonstrate English proficiency at a minimum of IELTS level of 6.5 or equivalent

5. Documentation of Evidence to Support an Application

- 5.1 Where the application for entry into a course of study requires the submission of documentary evidence, such as transcripts and testamurs of educational achievement, the applicant must provide certified copies of this documentation.
- 5.2 Where the application for entry into a course of study requires the submission of other supporting documentation (e.g. a written piece of work, a portfolio of the applicant's work), CHARLTON BROWN® must be satisfied with the authenticity of the supporting documentation.
- 5.3 Where the Student Enrolment Officer or RTO Manager considers that documentary evidence provided to support the application is insufficient, the applicant can be requested to provide further evidence. The applicant will not be considered eligible for entry until they provide the further evidence requested.

6. Student Selection

- 6.1 The selection criteria and methods are fair and do not exclude or discriminate against applicants in any way and will be applied consistently across CHARLTON BROWN®
- 6.2 Entry requirements will reflect the level of qualification and must be measurable.
- 6.3 Applications will be assessed against the published entry requirements for the course.
- 6.4 Applicants who meet the entry requirements may be offered a place in the course subject to Clause 6.5
- 6.5 In cases where eligible applications exceed available places, a criterion based points system will be utilised in order to rank applicants. Offers will be made to applicants in rank order.
- 6.7 The criterion based points system used to rank applicants will be based on the course specific entry requirements.

7. Reviewing Eligibility and Entry Requirements

- 7.1 Any changes to course eligibility or entry requirements must be approved by the Academic Team.

8. Advising Applicants of Result of Application

- 8.1 Successful applicants will be made an offer of a place in the course via Letter of Offer.
- 8.2 Successful applicants will be given a date by which:
 - they must accept the offer, or
 - they must decline the offer, or
 - if no correspondence is received by CHARLTON BROWN® by the given date, it will be considered as having declined the offer
- 8.3 Successful applicants who decline the offer, and who wish to be considered for entry at a subsequent intake, must submit a new application for course entry by the closing date for the subsequent intake. Previous applications will not be held over and applications for deferment will not be considered.
- 8.4 Unsuccessful applicants will be advised by letter.

9. Acceptance Advice

- 9.1 Applicants who have been offered a place must accept the place in the course of study by way of signing the Letter of Offer.
- 9.2 The acceptance form sets out the contractual obligations of accepting a place in the course, including the student's tuition fee obligations.
- 9.3 For students accessing the VET FEE-HELP loan scheme, the Request for Commonwealth Assistance Notice form will be received by CHARLTON BROWN® at least 2 business days after the student's acceptance of the Letter of Offer.

10. Appeals for Unsuccessful Applicants

- 10.1 Applicants who are unsuccessful in gaining a place in a CHARLTON BROWN® course of study may appeal the decision.
- 10.2 The appeals process is governed by the CHARLTON BROWN® Complaints and Appeals procedures.
- 10.3 If the appeal is successful, the applicant will be offered a place in the course of study.
- 10.4 If the appeal is dismissed, the applicant will not be offered a place in the course of study, however the applicant can reapply for entry at the next or subsequent intakes.

11. Roles and Responsibilities

- 18.1 Staff involved in student selection and admissions are responsible for the effective administration and implementation of these procedures.
- 18.2 The RTO Manager and the Operations Manager has overall responsibility for overseeing the admissions process and making admissions decisions in relation to the course
- 18.3 The Head of School has responsibility for oversight of admissions procedures and for resolving admissions issues identified by the RTO Manager and the Operations Manager.

Fees and charges / Payment Options

- A domestic student may opt to pay for their fees upfront or consider other payment options offered by CHARLTON BROWN®
- A domestic student who chooses to access the VET FEE-HELP loan scheme will apply for the loan. For more information on the VET FEE-HELP loan scheme refer to the following link:

<http://studyassist.gov.au/sites/studyassist/helppayingmyfees/vet-fee-help/pages/vet-fee-help>

Withdrawal and Re Credit

- A domestic student accessing VET FEE-HELP loan scheme may withdraw from a VET unit of study or course. Refer to the *Withdrawal and Re Credit Procedure – VET FEE-HELP* which is available on the CHARLTON BROWN® website.

REVIEW

The Head of School, RTO Manager and Operations Manager have overall responsibility for implementing and monitoring this policy, which will be reviewed every two years. However, if at any time the legislative, policy or funding environment is altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.