ADMISSION POLICY AND PROCEDURE – DOMESTIC APPLICANTS

A  POLICY PURPOSE

To ensure Study Group Australia Pty Limited (trading as Martin College, the Australian Institute of Applied Sciences, and ACPE Academy), and its partner organisations, Aspire College of Education Pty Ltd and Ivy Institute Pty Ltd (Ivy College), maintain open, fair and transparent procedures for making decisions about the selection of students. These procedures are founded on the published clearly-defined entry requirements, and students are selected on merit based on those requirements, on an individual case by case basis. This includes students who are, or would be, entitled to VET FEE-HELP assistance.

B  POLICY SCOPE

This policy provides information for domestic students (which include Australian citizens and permanent residents, including permanent humanitarian visa holders) about admission to VET courses of study offered by the Study Group Australia Pty Limited (SGA).

C  POLICY CONTENT

SGA will ensure that all applicants seeking admission will be treated fairly and equitably. It has open, fair and transparent admission procedures that are based on clearly defined entry criteria used for making decisions about the selection of students. Students are selected on merit, based on the published criteria, and on an individual case by case basis. Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.

All applicants who are eligible for funding under government loan schemes or programmes, such as VET FEE-HELP, are advised of this during the Pre-Admission Process. Applicants are neither advantaged nor disadvantaged by their eligibility for any loan scheme or programme.

Entry criteria and application procedures are published in the brochures and on the websites. These admission requirements do not present unreasonable barriers to access.

SGA consistently applies procedures for verifying applicants’ credentials and the granting of Recognition of Prior Learning. This ensures that students entering a VET course of study have an adequate basis of knowledge and skills to successfully undertake the studies proposed.

Offers are for admission to a specific VET course of study, and may be made on a conditional basis; if the applicant does not fulfil the condition(s), he/she may not enter the VET course of study. These conditions may include English ability and/or achievement of an academic requirement where evidence of attainment was not available at the time of application.

In cases where the applicant is assessed as not being eligible to enter the VET course of choice, a review of alternative VET courses of study occurs and, where possible, the applicant is advised of any he/she is eligible to enter.

Applicants with past study in other VET courses of study or significant work experience may apply for exemptions through the Recognition of Prior Learning Policy and Procedure.
Records are retained of the Admission Procedure, and students may access their individual records in accordance with the *Privacy and Personal Information Policy and Procedure*.

**D  PRE-ADMISSION PROCESS**

SGA’s trading divisions offer multiple start dates across each calendar year. Applications for each qualification and start date are processed in the order in which they are received.

Entry criteria and application procedures are published in the brochures and on the websites for the information of those seeking admission. Each application is reviewed against the entry criteria relevant to the VET course of choice.

Applicants generally have significant contact with a Student Enrolment Advisor (through interview, telephone and/or email contact) and are assisted to obtain further clarification and information regarding their possible study options. This includes:

1. the requirements for acceptance into a VET course of study, educational qualifications or work experience required and whether Course Credit may be applicable;
2. the VET course of study content and duration, qualification applicable to graduates, modes of study and assessment methods;
3. eligibility of the applicant for funding under government loan schemes or programmes, such as VET FEE-HELP, and associated information;
4. campus locations and a general description of facilities, equipment, and learning and supportive resources available to students;
5. requirements for satisfactory academic progress; and
6. complaints, grievances and appeals policies and procedures.

During the Pre-Admission Process, the Student Enrolment Advisor identifies the level of education already attained. Applicants are also questioned in regard to interests and abilities. Their reason(s) for seeking admission to the VET course of study and their educational and work history are considered. Using this information, the Student Enrolment Advisor performs an interim assessment of the suitability of the potential student for admission into a VET course of study.

The Student Enrolment Advisor then identifies the VET course(s) of study that best align with the applicant’s goals and educational and work histories, and provides sufficient information about each to enable the applicant to make an informed decision.

**E  ADMISSION PROCEDURE**

1. The applicant completes the *Application for Admission* either online or in hard copy, and submits it to the Student Enrolment Advisor along with the supporting evidence related to eligibility for enrolment. Certified copies of an applicant’s credentials are required.

2. The Student Enrolment Advisor assesses the application based on the published entry requirements for the VET course of choice.
2.1 **Methods for determining equivalency of academic qualifications**

An applicant who is an Australian citizen, permanent resident, or permanent humanitarian visa holder may present overseas academic qualifications at the time of application. These are assessed for equivalency using the National Office of Overseas Skills Recognition (NOOSR) Country Education Profiles through [https://www.aei.gov.au/services-and-resources/pages/aeinoosr.aspx](https://www.aei.gov.au/services-and-resources/pages/aeinoosr.aspx)

2.2 **Methods for determining authenticity of academic qualifications**

Domestic academic qualifications submitted can be authenticated by:

- original documents (i.e. award and transcript of results) being provided to the authorised representative; or
- copies of the original documents (i.e. award and transcript of results) being provided which have been either:
  - notarised by a Justice of the Peace or equivalent authority; or
  - verified as a true and correct copy of the original documents by an authorised representative of SGA.

The authorised representative must sign and print their name clearly, include the date and an official stamp or seal of the authorised officer's organisation.

Should the Student Enrolment Advisor suspect that the academic document presented has been altered or fraudulently created, contact is made with the conferring institution to validate the claims of the applicant.

If an applicant is applying based on current studies being undertaken so is unable to present the academic qualification at that time, and that qualification is listed within the entry requirements, then the offer of enrolment will be conditional upon the achievement of that qualification.

2.3 **Methods for determining authenticity of claims in a CV/Résumé relating to claimed work experience**

All claimed work experience that is offered as evidence of eligibility for entrance to a specific VET course of study must be relevant to that VET course of study, and be within the last five years of the date of application. Past employers are contacted to verify work experience on a case by case basis.

3. If the applicant has included an application for Recognition of Prior Learning, the application is reviewed in accordance with the Recognition of Prior Learning Policy and Procedure.

4. If the applicant has disclosed any special needs, such as a disability or learning difficulty, this information is provided to the relevant Director of Studies for review in relation to additional resources needs, reasonable adjustment and special consideration.

5. If once the credential verification is completed, the applicant is assessed as being eligible for entry to the VET course of choice, then an Enrolment Offer Pack is issued to the applicant either electronically or by standard mail.
This pack includes:

- **Letter of Offer**, showing details of the campus location, VET course of study start dates, end dates, fees, information of any special programmes (e.g. VET FEE-HELP) or enrolment conditions that may apply, and orientation;
- web-links to the Terms and Conditions, including the *Cancellation and Refund Policy and Procedure*, and a plain English explanation of what happens in the event of a VET course of study not being delivered;
- an **Acceptance Agreement** document, which becomes the written agreement; and
- other documents applicable to the enrolment.

If once the credential verification is completed, the applicant is identified as not eligible for entry to the VET course of choice, a review of alternative VET courses of study occurs and where possible, the applicant is advised of any he/she is eligible to enter. Should the applicant accept the alternative VET course of study, an Enrolment Offer Pack is issued.

6. Once the **Acceptance Agreement** has been signed by the applicant (and his/her parent or guardian if the applicant is under 18 years of age), and received by SGA, the enrolment will be confirmed within the student database.

All documentation, including the **Application for Admission** and supportive evidence, and signed **Acceptance Agreement** will be collated and a file created for the applicant.

7. **Enrolment in a VET course of study that is not VET FEE-HELP enabled:**

Once the signed **Acceptance Agreement** has been received by the college, the enrolment is confirmed within the student database, fee payments are processed and a receipt issued.

**F COMMENCEMENT PROCEDURE**

During Orientation, the following items are addressed:

1. Student Services confirms that a signed **Acceptance Agreement** has been received by SGA and confirms that the student has brought any other required documentation, such as proof of citizenship;

2. if the student is enrolled in a VET FEE-HELP enabled VET course of study, he/she is allowed to continue with orientation and enrol in VET units of study if arrangements for payment have not been made. Such students are advised of their payment options:

   - pay the full tuition fee;
   - pay some of the tuition fee up-front and request VET FEE-HELP assistance for the remainder of the tuition fee; or
   - request VET FEE-HELP assistance for the full tuition fee;

   and advised to make an application for VET FEE-HELP assistance on or by the first census date for that approved VET course of study;

3. if the student is enrolled in a VET course of study that is not VET FEE-HELP enabled, the Bursar checks to ensure that relevant fees have been paid; if the appropriate fees have
not been paid the student will be advised of the payment options, and alternative arrangements made with the Bursar;

4. depending on the trading division, each student either provides an identification photograph or has one taken, and is then issued with the appropriate identification card;

5. the campus scheduler issues students with their Timetables;

6. eligible students enrolled in VET FEE-HELP eligible qualifications are provided with the relevant Schedule of Fees;

7. students are provided with the Student Information Handout, and guided through key policies and procedures, including academic progress, attendance, assessment, and grievances.

8. If the applicant chooses to delay the commencement date, the Student Enrolment Advisor contacts the applicant to ascertain why. A follow-up process is instigated using this information.

Each student’s arrival is recorded within the Student Database.