Admissions Policy – Domestic Students (VET) Policy

1. Purpose

1.1 This policy outlines the framework applied to admission processes for domestic students applying for vocational education and training (VET) courses at Stanley College.

2. Scope

2.1 This policy applies to all domestic students seeking admission to VET courses at Stanley College, and all staff involved in the processing of applications for admission.

3. Responsibility

3.1 The Admissions Manager is responsible for the monitoring and oversight of the admissions enquiry, application, offer and enrolment processes.

4. Definitions

AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Credit Transfer	Credit transfer is the process for awarding credit for a unit or units of competency previously attained, which are the same (or deemed equivalent on the National Training Register) as the unit/s of competency in a course of study.
Domestic Students	A student who is an Australian citizen, a New Zealand citizen, the holder of an Australian Permanent Resident visa or the holder of an Australian humanitarian visa.
English Language Proficiency	The ability of students to use the English language to make and communicate meaning appropriately in spoken and written forms in the context of their studies. English language proficiency is assessed by Stanley College before a student is enrolled in a course.
Full-Fee Paying Students	Students enrolled in a Stanley College course who do not have their tuition fees subsidised by the Australian Government or WA Government.
Funded Students	Students who are studying a Funded Course.
Language, Literacy and Numeracy (LLN)	LLN refers to the foundation skills required for learning and communication. While the term LLN is referenced frequently, the full complement of foundation skills includes Learning and Communication, in addition to Language, Literacy and Numeracy.
Offer Letter	An offer for admission into a Stanley College course. Some offers

	may include conditions placed on the admission, which may include pre-requisites.
Recognition of Prior Learning (RPL)	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal and non-formal and informal learning) to determine if they meet the requirements of a nationally recognised unit/s of competency.
Training Package	The components of a training package endorsed by the Industry and Skills Council, or its delegate. The endorsed components of a Training Package are: • units of competency; • assessment requirements (associated with each unit of competency); • qualifications; and • credit arrangements.
VET	Vocational Education and Training.

5. Policy Provisions

Principles

5.1 Stanley College's Admission process is applied fairly and consistently to all students.

5.2 The College's Admission standards:
   5.2.1 are appropriate for the AQF level of the program and required learning outcomes;
   5.2.2 meet the requirements of the corresponding training package or VET accredited course; and
   5.2.3 ensure that students have adequate prior knowledge and skills – including English language proficiency – to undertake the course successfully.

5.3 Stanley College ensures the fair and equitable treatment of all applicants and seeks to increase admission numbers from under represented cohorts, including:
   5.3.1 Aboriginal and Torres Strait Islander peoples;
   5.3.2 students from lower socioeconomic backgrounds;
   5.3.3 students with a disability;
   5.3.4 students from remote, rural or isolated areas;
   5.3.5 first-in-family learners;
   5.3.6 students from non-English speaking backgrounds (including domestic students); and
   5.3.7 students with significant family responsibilities and/or financial difficulties.

5.4 Eligible students are admitted irrespective of gender, race, nationality, marital status, faith, disability or sexual orientation.

5.5 Prior to enrolling a student, or an intending student for enrolment, into a course, Stanley College provides comprehensive, current and plain English information on:
   5.5.1 the requirements for a student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable;
   5.5.2 the course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods;
   5.5.3 course duration and holiday breaks;

5.5.4 the course qualification, award or other outcomes;

5.5.5 campus locations and facilities, equipment and learning resources available to students;

5.5.6 the details of any arrangements with another provider, person or business who will provide the course or part of the course, where applicable;

5.5.7 Stanley College being overall responsible for the quality of training and assessment in compliance with the Standards for RTOs 2015 and the issuance of the AQF certification documentation;

5.5.8 indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and Stanley College's cancellation and refund policies;

5.5.9 the requirements for students to achieve satisfactory course progress requirements; and

5.5.10 the grounds on which the student's enrolment may be deferred, suspended or cancelled.

Application for Admission for Funded Students

5.6 Applications may be lodged using the online *Application Form - Australian Resident* and submitted using one of the following methods:

5.6.1 submitting the completed application via the Stanley College website;

5.6.2 emailing the completed application to admissions@stanleycollege.edu.au; or

5.6.3 lodging the completed application in person at a Stanley College Campus.

5.7 Documents required for Admission include:

5.7.1 a completed *Application Form - Australian Resident* with the student's USI (Unique Student Identifier);

5.7.2 a copy of a valid identification document with photo (a passport or driver's licence), a valid Medicare card and valid Concession card (if applicable);

5.7.3 original scanned copies of testamurs and academic records from previously completed courses of study at other institutions;

5.7.4 a copy of an approved English language test or documented evidence of English language proficiency or LLN Test.

5.7.5 where possible, we should collect the completed Pre-Enrolment Questionnaire (attached to the Application Form) as part of the admissions process. If this form is not completed / returned with Admissions Documents the Student Services Team, will collect as part of the Orientation Process; and

5.8 Applicants who wish to apply for RPL or credit transfer must do so at the time of application for admission.

Application for Admission for Full-Fee Paying Students

5.9 Applications may be lodged using the online *Application Form - Australian Resident* and submitted using one of the following methods:

5.9.1 Submitting the complete application via the Stanley College website;

5.9.2 Emailing the complete application to admissions@stanleycollege.edu.au; or

5.9.3 Lodging the complete application in person at a Stanley College Campus.

5.10 Documents required for Admission include:

5.10.1 a completed *Application Form - Australian Resident* with the student's USI (Unique Student Identifier);

5.10.2 a copy of a valid identification document with photo (a passport or driver's licence);

5.10.3 a copy of visa documentation or a valid Medicare card (if applicable);

5.10.4 original scanned copies of testamurs and academic records from previously completed courses of study at other institutions; and

5.10.5 a copy of an approved English language test or documented evidence of English language proficiency or LLN Test.

5.11 Applicants who wish to apply for RPL or credit transfer must do so at the time of application for admission.

5.12 Further information about this process can be found within the *Recognition of Prior Learning and Credit Transfer (VET) Policy* and accompanying procedure.

Assessing English language Proficiency and Language, Literacy and Numeracy (LLN)

5.13 The Admissions Office will assess the student's qualification to see if the student needs to undertake a LLN test or English proficiency test.

LLN Assessment

5.14 To undertake an LLN Assessment of the student to ensure they have the language, literacy and numeracy skills to undertake the course they have applied for, the Admissions Office will review:

5.14.1 the student's qualification; or

5.14.2 the student's CV.

5.15 For students who hold a Certificate IV or higher, an LLN test is not required.

5.16 For all other students, the Admissions Office will request for them to undertake an LLN test, which are conducted on a Stanley College campus.

5.17 Further information about this process can be found within the *Language, Literacy and Numeracy (VET) Policy* and accompanying procedure.

English Language Proficiency Assessment

5.18 For students who have migrated to Australia from another country and have not undertaken study in Australia, Stanley College requests an online Oxford test to be completed.

5.19 The Admissions Office will send this request to the student via email, with a link to the test for completion.

5.20 Further information about this process can be found within the *English Language Assessment (VET) Policy* and accompanying procedure.

School Aged Students

5.21 Students wishing to apply for Admission but are under the age of 16 at the time the course will commence are required to submit a completed *Exemption Form*, which is to be signed by the student's school Principal.

5.22 Students wishing to apply for Admission but are school aged at the time the course will commence are required to submit a completed *Notice of Arrangement Form*, which is to be signed by the students' parents or legal guardians.

5.23 Further information can be found in the *Under 18 Students Policy (VET)* and accompanying procedure.

5.24 The Admissions manager will then send the Exemption Form / NOA form to the Department of Training and Workforce Development (DTWD) as an email to the following email address: participation.co@education.wa.edu.au .

Fee Waiver Application for Funded Students

5.25 Funded students who are having financial hardship can apply for a fee waiver with Stanley College. To demonstrate financial hardship, the student is required to submit:
   5.25.1   Stanley College's *Fee Waiver Application Form;*
   5.25.2   a bank statement for at least last 6 months;
   5.25.3   Centrelink payment statement;
   5.25.4   a concession card; and
   5.25.5   a list of expenses.

5.26 Stanley College may request further documents, if required.

5.27 If Stanley College is satisfied with the student demonstrating financial hardship, Stanley College will waive the student's course fee.

Basis of Admission

5.28 Details of required scores, grades or accomplishments in an applicant's academic background are indicated in the sections below.

Applicants with recent secondary education (within the past five years)

Australian Year 10
5.29 Successful completion of the Western Australian Certificate of Education (WACE) for students applying for Admission into Certificate II, Certificate III and Certificate IV courses.

Applicants with work and life experience

Finished secondary education more than five years ago

5.30 Mature age students may be admitted to a course without meeting the formal academic requirements if they have relevant work experience and/or other acceptable qualifications. A copy of the student's current Curriculum Vitae will be required at the time of application.

Processing of Admission Applications

5.31 All Admission applications are processed by Stanley College's Admissions Office. Refer to the *Admissions Procedure – Domestic Students (VET)* for further details of the application process.

Admission Outcomes

5.32 Each application will be checked to confirm that the applicant has provided evidence that they have met the entry requirements as specified in the Training and Assessment Strategy and marketing material for the relevant qualification/course. In cases where applicants have not met the entry requirements, students will receive notification that their application has been declined (clearly stating the reasons).

5.33 All Full-Fee paying applicants will receive a formal notification of the admission outcome from Stanley College's Admissions Office, including:
    5.33.1 a full offer;
    5.33.2 a conditional offer; or
    5.33.3 an unsuccessful letter.

5.34 All Funded applicants will receive a formal notification of the admission outcome from Stanley College's Admissions Office, including:
    5.34.1 a welcome letter; and
    5.34.2 an enrolment Invoice

Offers

5.35 Students wishing to accept an offer will do so in accordance with the College's *Admissions Procedure – Domestic Students (VET)* within the timeframe provided on the formal notification of admission.

5.36 Conditional Offers are issued with specific conditions authorised by the Admissions Office.

5.37 Stanley College may vary or cancel any decision where it is determined that the applicant has not met the Admission requirements. Stanley College may vary or cancel any decision made on the basis of incorrect, incomplete or fraudulent information provided by the applicant or by referees in support of an application.

Review of Decisions and Appeals

5.38 Applicants may seek a review of a selection decision if they are dissatisfied with the admissions outcome. Refer to the *Student Complaints and Appeal Policy (VET + ELICOS)* and corresponding procedure.

5.39 This policy and the availability of complaints and appeals procedures does not remove the rights of the student to take action under Australia's consumer protection laws or to pursue any other legal remedies.

6. Policy Information

Policy Area	Admissions
Authorised Officer	Vice President VET
Supporting documents, procedures & forms of this policy	*Admissions Procedure – Domestic Students (VET)* *Application Form - Australian Resident* *Student Complaints and Appeal Policy (VET + ELICOS)* *Under 18 Students Policy (VET) and Procedure* *Notice of Arrangement Form* *Exemption Form* *Recognition of Prior Learning and Credit Transfer Policy (VET)* *English Language Assessment (VET) Policy* *Language, Literacy and Numeracy (VET) Policy* *Fee Waiver Application Form*
Related Legislation and Codes of Practice	Competition and Consumer Act 2010 Standards for Registered Training Organisations (RTOs) 2015
Audience	Public