

# VET Course Admissions Procedure - Domestic Students

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## INTRODUCTION

The University is a dual sector organisation that offers a broad range of Vocational Education and Training (VET) courses designed to provide accredited vocational skills and pathways to employment options and/or higher education. Study options range from Certificate I to Graduate Diploma and include nationally accredited VET training products, non-accredited VET training courses.

The University will provide clear, accurate and accessible information and services to students prior to enrolment, to inform each student's choices and decisions regarding the suitability of a VET course.

Where the VET course of study is to be provided by the third party as part of a Third Party Delivery Agreement, the VET team nominated in the Third Party Delivery Agreement is responsible for ensuring the requirements of this procedure are met.

## COMPLIANCE

This is a compliance requirement under the [Standards for Registered Training Organisations \(RTOs\)](#)

## INTENT

This document outlines the University's procedures for processing VET course enquiries and applications for admission from prospective students.

## RELEVANT DEFINITIONS

In the context of this document

**Academic suitability** means meeting the mandatory entry requirements of the course as described in the relevant Training Product, and any language, literacy, numeracy and digital capabilities required to progress and complete the VET course;

**Australian Qualification Framework (AQF)** means the framework for regulated qualifications in the Australian education and training system;

**Australian Skills Quality Authority (ASQA)** means the Australian Government's national regulator for Australia's vocational education and training sector;

**Mode of study** means the method adopted to deliver training and assessment, including online, distance, or blended methods;

**Pre-enrolment Interview** means an interview with a prospective student prior to enrolling, that may occur face-to-face, electronically (phone, email or video conference) or as part of a group information session;

**Pre-requisite Entry Requirements** means pre-requisite units of competency in the relevant Training Product for entry to the course and evidentiary requirements;

**Services** means VET training, assessment, related educational and support services and/or any activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or information and communications technology (ICT) support;

**Short course** means individual units of competency, skill sets and non-accredited packaged courses;

**Team member** means a staff member nominated by the relevant VET Team Leader or Head of School;

**Training Product** means qualifications, units of competency, skill sets and/or accredited courses that can be developed in two ways: Industry training packages or VET accredited courses;

**VET course of study** means VET training products registered with ASQA on the University's Scope of Registration, which lead to nationally recognised qualifications; and

**VET** means Vocational Education and Training.

## PROCEDURES

### Pre-enrolment/Pre-commencement

For prospective students seeking admission to a VET course of study, entry criteria and application information is published in the University's website and [VET Course Guide](#).

Prospective students who have internet access can complete the online [VET Application Form](#). Alternatively, prospective students can contact the relevant VET School/Team to discuss making an application.

All prospective students seeking to enrol in a VET course of study regardless of their background, circumstances or eligibility for funding will be assessed for entry against the same published entry requirements and through the same process.

Prior to enrolment, the nominated team member will provide all prospective students to that team's area with information on:

- Entry requirements for acceptance into the VET course of study, including evidence of academic suitability, educational qualifications and/or work experience;
- Requirements to submit original or certified evidence to satisfy any pre-requisite entry requirements;
- Recognition of prior learning or credit transfer arrangements which may be applicable;
- VET course of study content and duration, mode of study, assessment methods and whether a third party is delivering training and assessment;
- Equipment requirements and costs associated with the course such as tool kit or trade tool requirements, Ochre card, White Card, textbooks and other resources;
- Campus locations and a general description of facilities, equipment, and learning and support services available to students;
- Fees, charges and funding under government loan schemes or programs;
- Requirements for satisfactory completion of the course;
- Exit pathways opportunities throughout the course;
- Unique Student Identifier (USI) requirement; and
- Student Guide (online or hardcopy), information on the University's services, [Code of Conduct](#), withdrawal process, refunds, complaints, grievances and appeals policies and procedures.

Prior to enrolment or commencement (whichever is the earliest) the nominated team member will establish the prospective student's academic suitability to undertake the chosen nationally accredited, AQF level course and identify any support needs they may require. Such assessment will be cognisant of cultural sensitivities.

If it is established that the prospective student is not academically suitable for the course and requires additional support, they will be informed and, if appropriate,

- Provided with language, literacy, numeracy support, and/or
- Provided with support to build digital entry skills,
- Provided with any other support requirements, or
- Directed to another qualification and provided with the contact details of the school/term.

A pre-enrolment record will be retained for each student including, but not limited to, the mode of assessment, details of any pre-enrolment interview and evidence to satisfy pre-requisite entry requirements, the date of the assessment, the outcomes of the assessment and the name of the assessor.

## Enrolment

Prospective students who meet the course entry and academic suitability requirements must complete the [VET Enrolment form](#) or VET Application Form (for online enrolments) and submit it to the relevant nominated team member along with specific evidence nominated by the team to satisfy any pre-requisite entry requirements.

Once the enrolment form has been accepted, a Customer Service Officer in the relevant team responsible for the delivery of the course will enter the prospective student's information into the University's Student Management System. Successful applicants will be notified in a timely manner either face-to-face, electronically or by mail, confirming their place in their chosen course.

## Recognition of Prior Learning

If a VET Recognition of Prior Learning form and administration fee is submitted with the enrolment application, the nominated team member will implement the University's VET Recognition Procedure.

## Credit Transfer

The University recognises the Australian Quality Framework Qualification and Statements of Attainment issued by any other Australian registered training organisations. If a *VET Application for Credit Transfer form* is submitted with the enrolment application, the nominated team member will make an assessment based on a certified copy of a Qualification/Statement of Attainment and if authentic provide the applicant with a credit for equivalent units

## Post Enrolment

Once enrolment is complete, an Enrolment and Fees Advice – Invoice will automatically be generated to the student's email or postal address, along with information explaining aspects of the course including, but not limited to:

- Scheduling and timetabling arrangements;
- Course fees and charges;
- Materials to be provided by the student:

- Payment options (including VET FEE-HELP/VET Student Loans assistance); and
- Details of student orientation.

Prior to commencement the student will be given:

- Provision for a Student ID Card;
- Course timetable and/or study plan;
- Permission for Internet Access for a Person Under the Age of 18 years form, where applicable;
- Authority to Release Information and Photographic/Permissions Talent Release forms, where applicable; and
- Campus map, where applicable.

### Equity Services and Learner Support

If the applicant disclosed any support needs on the VET Enrolment form, the information will be provided to Equity Services for review in relation to additional resource needs and reasonable adjustment. The student will be advised to meet with Equity Services.

If it was determined that learner support, including language, literacy and numeracy assistance will be required, then the student will be referred to the appropriate service where a Support Plan will be developed in consultation with the student.

### Records and Reporting

The following documents will be recorded and retained in accordance with the University's records management policies and procedures:

- Application/enrolment forms and copies of evidence submitted to satisfy any pre-requisite entry requirements as required;
- Completed pre-enrolment records;
- Records of learner needs assessments; and
- Training plans, study plans and/or timetable if applicable.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Admissions Policy](#)

[Authority to Release Information form](#)

[Code of Conduct](#)

[Equal Opportunity Policy](#)

[Information Privacy Policy](#)

[Permission for Internet Access for a Person under the Age of 18 years form](#)

[Photographic/Permissions Talent Release form](#)

[Records Management Policy](#)

[Records Management - Retention and Disposal of University Records Procedures](#)

[Student Refund Policy](#)

[Students - Academic Grievances Procedures](#)

[VET Application form](#)

[VET Application for Credit Transfer form](#)

[VET Enrolment form](#)

[VET Recognition of Prior Learning form](#)

#### **External**

[Anti-Discrimination Act 1992](#) (NT)

[Information Act 2002](#) (NT)

[National Vocational Education and Training Regulator Act 2011](#) (Commonwealth)

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Commonwealth)

## Document History and Version Control

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