



Admission Policy and Procedure

Purpose

To ensure that the criteria and process for the admission of students into any course offered by United Colleges of Australia is clearly specified and made available to students prior and during an application process. The practices followed will be in compliance with Standards for RTOs 2015.

Scope

This policy applies to all prospective domestic students and the college staff who are involved in assessing applications.

Definitions

College	United Colleges of Australia
SRTO:	Standards for Registered Training Organisations 2015
NVETR Act:	National Vocational Education and Training Regulator Act 2011
ASQA:	Australian Skills Quality Authority
RPL:	An assessment process that involves assessment of an individual's relevant prior learning to determine the credit outcomes of an individual application for credit.
Credit Transfer:	Count previous education or training in a similar field or topic towards part of a degree or other qualification.
Verified:	Demonstrate that something is true and accurate
Student Management System	Axcelerate

Policy

The college will ensure that:

- All prospective students are adequately informed about the services, rights and obligations, and the college's responsibilities through the provision of pre-enrolment information. Pre-enrolment information has been developed in consistent with the requirements outlined in RTO Standards Clause 5.2.
- A process is in place in assessing whether prospective students meet all entry requirements prior to being offered a place in the course.
- Pre-enrolment interview is conducted, and a determination is made whether the course is suitable for prospective students based the completed pre-enrolment interview and documentation provided.
- All prospective students are provided with the opportunity to apply for credit transfer and/or RPL.
- All prospective students are provided with all relevant fee information including fees that must be paid, payment terms and conditions and rights to obtain a refund.



Procedure

Admission	Responsible Person
<p>1. Provide a prospective student with the following:</p> <ul style="list-style-type: none"> • pre-enrolment information (e.g Domestic Student Handbook, website) to enable them to make a sound decision; and • enrolment form to apply for a course. 	
<p>2. Complete the following steps only for Smart and Skilled students, otherwise, skip this step and move to step number 3.</p> <ul style="list-style-type: none"> • Provide the consent form (as set out in Schedule 1 of the Operating Guidelines) for signing to indicate agreement. • Include the information about third party including their name and contact details (if any) in the Learner Handbook, which is given to learners prior to enrolment. • Use the calculator in STS online to: <ul style="list-style-type: none"> ○ Validate eligibility ○ Enter any approved credit transfer or RPL ○ Generate details of fee chargeable, applicable subsidy and loadings if applicable • Generate an electronic copy of notification of enrolment (both provider and student copy). • Provide a Notification of Enrolment (student copy) to the student detailing all fees chargeable • Include the following in the enrolment form and be declared by the student by signature or electronic confirmation. <ul style="list-style-type: none"> ○ All information provided by the prospective student to the provider, in connection with the notification of enrolment process is true, accurate, complete and not misleading in any way. ○ A notification of enrolment process has not concurrently been completed for the same qualification and/or the same units of competency for the same or other qualification. ○ The prospective student is aware of any third-party arrangements (if applicable), and ○ The prospective student had been provided with the details of the fee chargeable and the student information. 	<p>Admission Team</p>
<p>3. On receipt of an application, ensure the application documents are complete for assessment. This includes:</p> <ul style="list-style-type: none"> • All required fields are completed • Any evidence to demonstrate that all entry requirements are met. 	



4. Assess the documentation provided by the prospective student to ensure all criteria in Entry Requirements are met. Contact the student if further documentation or information is required.	
5. Conduct a pre-enrolment interview using Pre-Enrolment Interview Questions document.	
6. Use the documentation assessed and pre-enrolment interview outcomes to determine their suitability. Only prospective students that meet all Entry Requirements will be offered a place in the course being applied for.	
7. When determined as suitable, advise the student of the outcome.	

Training Plan (for Smart and Skilled Students Only)	Responsible Person
<p>1. Issue a training plan within 12 weeks since the course commencement. The training plan must include the following:</p> <ul style="list-style-type: none"> • The enrolled student name and commitment ID • Name and contact details of the college • Specify and direct training activity for both the college and enrolled student • Details of the additional support services that an enrolled student will receive from the college including if they: <ul style="list-style-type: none"> ○ Are Australian Aboriginal or Torres Strait Islander ○ Have a disability ○ Are long-term unemployed • Any specific adjustments made to training and assessment for the student with additional needs • Include RPL and Credit Transfer granted • Include name, code and Australian Qualification Frameworks level of the approved qualification (including Smart and Skilled Targeted Priorities Prevocational and Part Qualifications) • Name and code of units of competency to be attained • The proposed timeframe for achieving competency including intended start date and end date of each unit of competency • Delivery modes to be used for each unit of competency • Details of any customization included to respond to the needs of the enrolled student and/or work locations and/or employers • Proposed learning strategies and resources that are appropriate for the enrolled student 	Admission Team



<ul style="list-style-type: none"> Names of trainer(s)/assessor(s) responsible for the training and/or assessment of each unit of competency. 	
2. Ensure the enrolled student have the opportunity to provide inputs on the training plan and adjust if required.	
3. Require the student to sign to indicate agreement	
4. Secure a signed copy of the training plan.	

Data Entry	Responsible Person
1. Enter information from prospective students into the Student Management System.	Admission Team
2. Verify USI provided. Note: AQF Certification must not be issued without the receipt of a verified USI unless the prospective students are exempted as outlined in the Student Identifier Act 2014.	
3. If an exemption applies, notify the prospective students during the enrolment that their training results will not be accessible through the Commonwealth and will not appear on USI Transcript.	

Recognition of Prior Learning & Credit Transfer	Responsible Person
1. Provide information to prospective students pertaining to the availability of RPL and Credit Transfer during the enrolment through the pre-enrolment information.	Admission Team
2. When determined as suitable for RPL and/or Credit Transfer, refer to RPL and Credit Transfer Policy and Procedure for the whole process.	

Recordkeeping	Responsible Person
1. Store all admission documentation (e.g completed enrolment form, completed pre-enrolment interview) in the Student Management System.	Admission Team



Related Documentation

- Pre-enrolment Interview Questions
- Training Plan
- NSW Consent Form

Document Control

Policy Owner:	United Colleges of Australia
Endorsed By:	CEO
Person Responsible for Implementation:	Admission Team
Endorsement Date:	October 2022
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