1. Purpose

This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of the college. This policy outlines procedure for approving admission applications and enrolling students, both international and domestic, in the relevant courses or units of competency.

This policy also sets out the procedure for determining eligibility requirements for Australian citizens and permanent residents for admission into government funded programs under the provision of VET Funded Contract.

2. Scope

This policy applies to all the applications for admission and enrolment into college’s programs received by the college, including international students, Australian citizens and permanent residents applying for admission into government funded programs. This policy is also relevant to staffs handling and processing student admissions and enrolments, decision-making committees, and all the agents of the college.

“Online” provisions and requirements in this policy do not apply to international students.

3. Definitions

Course: A program of study leading to a qualification or an award. A course may comprise of units or modules. Also referred as “program”.

Pre-requisite: Means specified minimum requirements an applicant must satisfy in order to be considered eligible for admission to a particular program.

Offer: Means the formal notification from college’s Student Administration Office on behalf of the college, offering an applicant a place in a nominated program under specified conditions, such as location, mode of study, duration, course fee and type of place offered.

Admission: Acceptance of an applicant as a student of the college in the nominated course(s)

Enrolment: Allocation of unit(s) of competency as prescribed under each course as part of student’s training plan that leads to attainment of the relevant competency or qualification on successful completion

LMS: Learning Management System

Learning Management System: Software that allows educational institutions to create and host courses on the Internet

USI: Unique Student Identifier (Local Australian students)
**VET Funding Contract**: Contract under the Victorian Training Guarantee Program (through the Secretary of the Department of Education and Early Childhood Development) and includes all schedules, annexures, attachments, plans and specifications and exhibits to it.

**Department**: Means the State of Victoria acting through the Department of Education and Early Childhood Development (or its successor).

**Funded Scope**: Means the specific list of courses and qualifications for which Funds will be paid to the RTO under this VET Funding Contract, in accordance with Clause 12 of Schedule 1 of the VET Funding Contract.

**Victorian Training Guarantee (VTG)**: The Victorian Training Guarantee is an entitlement to a government subsidised place in recognised training that can be accessed in accordance with criteria set out in the Act and the VET Funding Contract.

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations 2015
- The ESOS Act 2000 and subsequent amendments
- VET Student Statistical Collection Guidelines (Vic)
- Student Identifiers Act 2014
- Equal Opportunity Act 1995 (Vic)
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Disability Standards for Education 2005 (Cth)
- VET Funding Training Contract (Current year)

5. Policy

5.1. Admission Criteria

5.1.1 Candidates are considered on the basis of one or more of the following:

- Minimum entry requirements for respective courses
- Eligibility to study under Victorian Training Guarantee (VTG)
- Special consideration of educational disadvantage

*English proficiency*:

5.1.2 Entry to ALTEC award courses assumes proficiency in English. English proficiency must be demonstrated by an applicant for admission to ALTEC by one or more of the following:

- For International students, a recent IELTS academic test overall band score of 5.5, with no sub-score less than 5.0
- For domestic students, it is generally successful completion of a final year high school qualification, with Units 3 and 4 in any other English subject: Minimum score of 25. However, further consideration can be made through pre-training LLN assessment
- Other English proficiency requirements pertaining to specific courses as listed on course brochure, prospectus or offer letter
5.1.3 ALTEC shall not enrol an eligible Individual in a course or qualification that is at an inappropriate level for that student, including but not limited to enrolling students in courses on the Foundation Skills List that would not provide additional relevant competencies.

5.1.4 ALTEC shall require that all local/domestic students applying for or enrolling in a course first provide the college with their **USI number for verification** - unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, ALTEC will inform the student prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

**Note:** Admission/Admin staffs to take note of the above and ensure that USI verification is conducted in accordance with the requirements and records maintained on student file/system.

5.2 Eligibility to study under Skills for Victoria Funding Arrangement

5.2.1 An individual is not eligible for government subsidised training under this Schedule 1 A (2) [of the Service Agreement] if the individual is:

a) A student enrolled in a school (excluding a School Based Apprentice / Trainee), and undertaking accredited vocational education and training (VET) that has been arranged by the school; or

b) A prisoner within the meaning of the Corrections Act 1986 who is held at any one of the following custodial settings as outlined in the Service Agreement; or

c) A person who is detained under the Mental Health Act 1986; or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 or the Sentencing Act 1991 at the Thomas Embling Hospital; or

d) A person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 or the Sentencing Act 1991 or who is held on remand in one of the youth justice facilities outlined in the Service Agreement.

Clauses 5.2 (b)(c) and (d) do not apply to young people on community based orders made under the Children, Youth and Families Act 2005, or individuals held in Judy Lazarus Transition Centre who may be eligible for funding as they are able to physically access training outside of a custodial setting without supervision. ALTEC ascertain thee conditions at the time of assessing an application for enrolment.

5.2.2 In determining eligibility for funding, ALTEC shall refer to and comply with the latest “Guidelines about Determining Student Eligibility and Supporting Evidence” published by the Department of Education (formerly DEEWR), and complete enrolment in accordance with the Victorian VET Student Statistical Collection Guidelines, and any other relevant/applicable standards under the Standards for NVR Registered Training Organisations.

5.2.3 ALTEC shall only extend an offer for funded training for courses registered under its Funded Scope on the scope of registration.

5.3 Determination of Eligibility (Funded Place)

**REFERENCE: DEECD 2014 Guidelines about Determining Student Eligibility and Supporting Evidence**

To be eligible, an individual must meet the general citizenship/residency requirements and Victorian Training Guarantee (VTG) requirements as follows:

a) To meet general citizenship/residency eligibility requirements, an individual must be:

   I. An Australian citizen; or
   II. A holder of a permanent visa; or
   III. a New Zealand citizen

And;
b) Under 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in nationally recognised training; or

c) Over 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in nationally recognised training in a Foundation Skills List course; or

d) Over 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in nationally recognised training as an Apprentice (not Trainee); or

e) Over 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior); or

f) Over 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training; And;

g) Not be currently enrolled in two or more Victorian Government subsidised courses (excluding courses in the Foundation Skills Category); and

h) A resident of Victoria

i) Any additional eligibility requirements as set out in the DEECD guidelines

Individuals referred to training under the particular initiatives set out below may not be required to meet particular aspects of eligibility criteria in Clause 2 of Schedule 1 of the VET Funding Contract.

a) Asylum Seekers and Victims of Human Trafficking Initiative (2.1)
b) Workers in Transition Program (2.2-2.6) (refer also to F.C. Schedule 1, Section 18)
c) Single and Teenage Parents Training Initiative (2.7-2.9) (refer also to F.C. Schedule 1, Section 16)

To be considered an Eligible Individual for the purpose of Schedule 1 as above, the individuals undertaking training under the following arrangements must present the relevant Referral Form to the college prior to enrolment:

a) Referred Job Seekers;
b) Asylum Seeker s and Victims of Human Trafficking Initiative;
c) Workers in Transition program;
d) Single and Teenage Parents Training Initiative; and
e) Young People Transitioning from Care Initiative

Accordingly, ALTEC shall enrol the individual in accordance with the relevant procedures issued by the Department from time to time and retain a copy of the relevant Referral Form for audit or review purposes.

5.3.1 For the purposes of Clauses 2.7 and 2.8 of this Schedule 1, if an individual is seeking to enrol in an Apprenticeship (not Traineeship), qualifications listed on Approved Pre-Apprenticeship and Pathway Qualifications will not be counted towards the course maximums.

5.3.2 The eligibility assessment and information will be recorded on a form prescribed by the Victorian Skills Commission supported by college’s own checklist, including documentary evidence(s) of eligibility as required under the VET Funding Contract. All relevant evidences will be sighted prior to processing an application.

5.3.4 All the individuals deemed eligible must provide a signed declaration stating the highest qualification that they hold, including the number of government subsidised courses they have commenced or are scheduled to commence in the same year; and the number of government subsidised courses they are currently undertaking.

5.3.5 ALTEC shall, prior to confirming an enrolment, shall inform the eligible Individual that the enrolment is under the Victorian Training Guarantee (VTG) and may impact their access to further government subsidised training; and only process enrolment on written/signed confirmation by the applicant.

5.3.6 Eligibility exemption may be granted in some cases as per the guidelines provides by the Victorian Skills Commission. Individuals undertaking training under the following arrangements must present the relevant
Referral Form to ALTEC prior to enrolment;

- Referred Job Seekers;
- Asylum Seekers and Victims of Human Trafficking Initiative;
- Workers in Transition program;
- Single and Teenage Parents Training Initiative; and
- Young People Transitioning from Care Initiative

Enrolment of these applicants will be processed in accordance with the relevant procedures issued by the Department.

5.3.7 All applicants under the age of 25 years must quote their Victorian Student Number (VSN) when applying for the admission in the courses.

5.3.8 ALTEC shall advise the commencing students of the possibility of receiving an NCVER survey and/or an invitation to participate in a Department endorsed project and/or being contacted by the Department (or persons authorised by the Department) for audit or review purposes.

5.3.9 For government subsidised enrolments in a course on the Foundation Skills List, a unit of competency/module must be:

- Specified as a core unit in the curriculum for that course, or
- Specified and listed as a unit within a specialisation or as an elective unit in the curriculum for that course, or
- Designated by the Department as Literacy and Numeracy Support units as specified in the Literacy and Numeracy Support Implementation Guide issued by the Department

5.4 Special Consideration of Educational Disadvantage

5.4.1 Applicants who feel that their educational achievements have been adversely affected by ill-health or other circumstances can specify these circumstances on their application, ALTEC will take these circumstances in consideration provided such disadvantage was not previously compensated for by an education provider or certifying institution. Requests for special consideration and any supporting documentation will be considered in the admission decision.

5.4.2 The details of the special criteria, whether the criteria will be used in combination with standard admission criteria or in place of standard admission criteria, and the way in which the criteria are used to select applicants to receive an offer, are approved by the CEO on the recommendation of the Director of Studies.

6. Admission Procedure

This section describes the processes associated with admission. These processes generally apply to both local and international students.

6.1 Admission Applications

For students enrolling under VTG, enrolling admin staffs will ensure that the students are RESIDENTS OF VICTORIA as the first steps towards determining finding eligibility (Clause 5.3). Residency check done through a satisfactory combination of;

- Driver’s license
- Utility bills
- Lease/tenancy agreement
- School/training/apprenticeship history
- Current or previous student cards
- Council rates notice
6.1.1 Prospective students seeking to be admitted to a course offered by the college must make application directly to the college or to a college/agent authorised to act on behalf of the college, as required. Application forms and instructions, including the documentation to be submitted with the application, the method of application and application due dates are available on the college’s web site as well as the college reception.

6.1.2 All local/domestic students must provide their USI number for verification purpose. If provided by the student, ALTEC shall verify the USI with the Registrar, before using that Student Identifier for any purpose. Where an exemption applies under the Act, the student will be informed (via email or letter) prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

6.1.3 Administrative staff processing new applications must verify the applicant’s academic credentials, eligibility criteria, and the status of the awarding institution by means of, but not limited to;

- Where possible, sighting and certifying original transcripts, awards and other supporting documents
- Accepting only certified copies of original documents for all applications made through electronic medium, post or through education agents
- Ensuring that all the supporting documents are in good condition, legible; and if containing foreign language, accompanied by certified and verifiable translation in English
- Matching and comparing the details of academic history and achievements stated in the application with that of accompanied documents, including full name, date of birth and date of completion
- When available, comparing official academic seals, testamurs and transcripts with academic records of other past or present students from the same institute
- Checking the current status of awarding institutes/colleges on state registers
- When in doubt, bringing any illegible or doubtful documents or concerns to the attention of the Director of Studies and/or the Administrative Manager for further enquiry
- Determination of eligibility for applicants seeking a government funded place as per section 5.3 of this policy.

6.1.4 The Director of Studies shall approve all new admissions. Approval signatures must be obtained on the application form.

6.2 Offers

6.2.1 Admission offers are made to applicants who are eligible for admission to the particular course under this admission policy. An offer letter with course(s) code, name, duration, fee, study period, and other relevant information is sent to applicants.

6.3 Acceptance or Lapsing of Offer

6.3.1 An applicant receiving an offer of admission must respond to accept the offer by the due date and by the process specified in the letter of offer.

6.3.2 If an applicant fails to accept the admission offer by the due date specified in the notice of offer, the offer will lapse and the applicant may have to lodge another admissions application.

6.4 Deferment

6.4.1 Deferment is accepting the offer of a place in the program but deferring commencement in the program for a specified period, especially where the circumstances do not permit students to commence their studies on planned
dates. The maximum period of deferment is one year. The process deferment will be guided by college’s Deferment, Suspension, Cancellation and Exclusion Policy.

6.5 Transfer

6.5.1 A student who is currently enrolled in a program and who has not completed the requirements for graduation from the program may under certain conditions transfer to another program as per ALTEC’s Change of Course Policy and Procedure. To be eligible for transfer, the applicant must satisfy the entry requirements for the intended program.

6.5.2 A student may also make an application to transfer to another institute. Recognising student’s right to exercise freedom of choice as consumers, as a principle, the college will grant a student’s request to transfer to another provider, where it will not be of detriment to the student.

6.5.3 Where appropriate the college will counsel students, to consider their personal or academic reasons for transferring. Outcomes of counselling may include the identification of alternative academic programs within the college, and/or the recommendation of appropriate student support or study skills support as an alternative to the transfer.

6.5.4 In an unlikely event that ALTEC needs to transfer students to another RTO as required and instructed by the regulatory agencies, ALTEC shall ensure that it facilitates all the information and assistance to enable students continue their training, including (but not limited to);

- Prompt and timely student notification
- Up-to-date student file
- Up-to-date student training information and competency records
- Academic testamurs and statements
- Delegated staff member(s) to personally assist the students

6.6 RPL and Credit Transfer

6.6.1 A person applying for an admission offer or having received an admission offer may apply for credit transfer on the basis of prior study or on the basis of relevant skills and experience according to ALTEC’s RPL and Credit Transfer Policy and Procedure.

7. Enrolment

7.1 The college will enrol students in their respective courses once their application for admission into a course has been approved by the college and the conditions of offer, including the eligibility criteria for funded training, have been met by the applicants.

7.2 Administrative staff completing enrolment will ensure that the students are placed in appropriate groups and provided with student ID, course information, timetable, and student log-in information at the time of enrolment.

7.3 Students not able to enrol in their scheduled courses as per the start date of their enrolment must defer their studies according to Deferral, Suspension, and Cancellation Policy of the college.

7.4 All newly enrolled students must attend college’s Orientation Program (Student Orientation Policy and Procedure)

7.5 Online Students

- Online students will be sent a “token” (a predefined code) to access the LMS and enrol in a unit online.
- Online students will be entered in college’s Student Management System and provided with a student ID. In addition to the LMS, all student details and data, including contact details, student progress and academic achievements will also be recorded and kept in the Student Management system.
8. Enrolment Procedure

8.1 Student file is checked to confirm that all the required documentations as per the application requirements have been obtained and advance fees have been received.

8.2 For local/domestic students, a USI is either provided by the students or applied by ALTEC on behalf of the student by prior communication and consent. If provided by the student, ALTEC shall verify the USI with the Registrar, before using that Student Identifier for any purpose.

8.2 Students are issued with a Confirmation of Enrolment when their application for admission into a course has been approved by ALTEC and the conditions of offer have been met by the applicants.

8.3 Training Agreement is prepared and signed by both the parties.

8.3 Online students are issued with a system generated unit or course “token” with which they can access the allocated unit or courses on the LMS.

8.5 Student details are entered into The Student Management System and student enrolment details are extracted and printed.

8.6 Students are sent a copy of their enrolment details.

8.7 Student is provided with the details of the next orientation program (usually held a day before the commencement of an academic semester). Online student are oriented within the online environment through guides and online interaction with the online facilitator.

9. Responsibility

The Admissions & Administration Manager has authority to make offers of admission to coursework programs offered by the college.

The Director of Studies is responsible for implementation and administration of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@altec.vic.edu.au
Admission and Enrolment Process

1. Application Received
2. Check Eligibility and Entry Requirements
   - Eligible?
     - Yes: Send an Offer Letter
     - No: End: Send Letter
3. Verify Documents, Open a Student File
   - Adv. Fee?
     - Yes: Prepare and Secure Training Agreement
     - No: End: Send Letter
4. Eligible?
   - Yes: Send an Offer Letter
   - No: End: Send Letter
5. Send an Offer Letter
6. Adv. Fee?
   - Yes: Prepare and Secure Training Agreement
   - No: End: Send Letter
7. Prepare and Secure Training Agreement
8. Setup the Student in SMS, Enrol in Course(s)
9. Send Enrolment Details to Student
10. Pre-training Assessment
11. Commence Studies

- Academic Director must APPROVE all the new admissions.
- Adv. Fees to be held in a separate account as per ALTEC’s Fee Policy.
- Ensure RPL or Credit Transfer Opportunity has been provided.
- For Govt. funded applications, use eligibility checklist and prescribed form – including residency requirements.
- Provide Student Handbook, Diary and Student Card.