TC VSL Admission and Enrolment Procedure

1. Purpose

This document outlines the procedure for approving applications for admission and enrolling students in relevant courses, skill sets, or units of competency offered by TrEd College.

This procedure ensures the student selection processes of TrEd College are valid, fair, reliable, justifiable, and transparent. This procedure should be read in conjunction with the Admission & Enrolment Policy.

2. Scope

This procedure applies to all applications for admission and enrolment into courses offered by TrEd College.

This procedure is also relevant to staff of TrEd College who handle and process student admissions and enrolment, decision-making committees, and stakeholders of TrEd College.

This procedure provides a framework and requirements for TrEd College to demonstrate it is compliant with National regulatory requirements as well as accreditation standards that relate to student selection, eligibility, and admission to nationally recognised courses, skill sets and accredited courses.

This procedure references the process and procedures required by the:

- VET Student Loan Rules 2016
- VET Student Loans Manual for Providers Version 4.2

3. Responsibility

The TrEd College ensures this policy meets the requirements of the Standards for Registered Training Organisations 2015 including, but not limited to, the VET Student Loan, and is consistent with TrEd College's obligations regarding the principles of access and equity.

National Training Manager is responsible for establishing the entry requirements, selection criteria and application assessment processes that are consistent with the requirements of relevant regulatory and accreditation standards.

Marketing Executives and student support services are responsible for implementing the student selection process in accordance with this policy and ensuring that all students enrolled have met the entry requirements specified by TrEd College and in the Training Product prior to making an offer of enrolment. Marketing Executives and the Quality Assurance team will assist in this process.

Student Support Services is responsible for ensuring pre-training reviews (PTR) are conducted to determine the competency levels of applicants to tailor their training plans. They are to confirm if recognition of prior learning and/or credit transfer is applicable for an applicant prior to confirming their enrolment.

Student Support and Administration Officers are responsible for providing support for all potential students in accordance with the principles of access and equity as outlined in the Access and Equity Policy.

4. Application and Enrolment Procedure

The TrEd College website contains information about the courses available, Application and Enrolment Forms, related policies, and contact details. Prospective students requesting information regarding the courses will be contacted by an Admissions Officer and referred to the Course Brochures and the Student Handbook.

4.1 Entry Requirements and Admission Criteria

TrEd College's course brochures, Website and marketing materials provide prospective students with information on the following:

a. Entry Requirements: The entry requirements for each qualification as per the training package

b. Admission Criteria: Criteria set by TrEd College for prospective students seeking admission into a course to ensure that candidates meet industry requirements. Students must read and understand the entry requirements and admission criteria for the courses they are planning to enrol

4.2 Application Form

The Application and Enrolment form is available on TrEd College's website or from TrEd College offices. Students complete the application form and submit this with required evidence and documents.

AVETMISS data is collected using this form. Each application will be assessed by the Admissions Officer to determine if the applicant meets the Course Entry requirements and Admission criteria. Enrolment details are verified, and the form and all other evidence and documents are uploaded into the student profile. Details for a new student will be entered into RTO Manager (student Management System). If the applicant is an existing client, their details will be updated.

4.3 Language, Literacy and Numeracy Test (LLN)

The student information and study history are collected and if required, a LLN Test is scheduled and conducted with the prospective VET Student Loan applicant.

All students are required to meet the relevant entry requirements for courses offered by TrEd College.

TrEd College's Student Support and Administration Officer, in conjunction with trainers and assessors, is responsible for assessing the LLN tests submitted by applicants.

The Student Support officer LLN will formulate a strategy for each applicant in discussion with Student Support and Administration Officer based on results of the LLN test. This strategy will be noted as "Identified Individual Needs" in RTO Manager for each student.

Trainers and Assessors access and review this on a regular basis to update the progress of a student. Student support needs are also identified and regularly updated so as to provide the best support.

4.4 If an applicant does not satisfy the entry requirements or Admission Criteria, they will be notified via email or a letter stating the reason for the rejection of their application. This communication will be recorded in student profile along with the application form.

4.5 If the applicant is successful an Offer Letter and/or Confirmation of Admission, payment details and any other course specific requirements are e-mailed to or collected in person from the student.

4.6 The eligible students for the VET Student Loan will be sent a statement of covered fees along the payment details.

5. **Enrolment**

5.1 Students will be issued an Offer Letter which requires students to accept the offer and return to TrEd College.

5.2 An offer is confirmed when a signed acceptance of the offer is provided to TrEd College, and payment of fees is completed following which TrEd College will issue a Confirmation of Admission (COA) Letter.

5.3 Once the applicant is determined as eligible, TC will issue to the client a VET Student Loan application form. The application is provided via the government eCAF system directly to the email address provided by the client. In addition to the completion of the VET Student Loan application form the client must review and acknowledge their understanding of the VET Student Loans terms and conditions.

5.4 Clients will receive an email from the Department allowing students to sign into the eCAF system. Once signed in, clients will be required to verify the per-populated information and complete the mandatory fields. Once complete, students must then submit the eCAF, which will prompt the system to email a copy of the completed eCAF to the student's nominated email address.