

# P01 – Admissions Policy and Procedure



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## Purpose

To ensure Australian Skills Management Institute (ASMI) maintains open, fair and transparent procedures for making decisions about the selection and enrolment of students. These procedures are founded on the published clearly-defined entry requirements, and students are selected on merit based on those requirements, on an individual case by case basis and ensures the accurate collection and input of data and consistent processing strategies enabling compliance with federal and state regulatory requirements.

## Scope

This policy is applicable to and provides information for all staff, students and stakeholders of ASMI (including Australian citizens, permanent residents, permanent humanitarian visa holders and international student visa holders) about admission and enrolment into courses of study offered by ASMI.

## Admission

ASMI will ensure that all applicants seeking admission will be treated fairly and equitably. Students are selected on merit, based on the published criteria, and on an individual case by case basis. Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.

All applicants who are eligible for funding under government loan schemes or programs are advised of this during the Pre-Admission Process. Applicants are neither advantaged nor disadvantaged by their eligibility for any loan scheme or program.

Entry criteria and application procedures are published in the brochures and on the website for the information of those seeking admission. These admission requirements do not present unreasonable barriers to access.

ASMI consistently applies procedures for verifying applicants' credentials and the granting of course credit, including interviews and LLN tests where applicable. This ensures that students entering a course of study have an adequate basis of knowledge and skills to successfully undertake the studies proposed.

Offers are for admission to a specific course of study and may be made on a conditional basis, if the applicant does not fulfil the conditions, they may not enter the course of study. These conditions may include English ability and/or achievement of an academic requirement where evidence of attainment was not available at the time of application.

In cases where the applicant is assessed as not being eligible to enter the course of choice, a review of alternative courses occurs and, where possible, the applicant is advised of any they are eligible to enter.

Applicants with past study in other courses or significant work experience may apply for exemptions through the Course Credit Policy and Procedure as required under the AQF Qualifications Pathways Policy (2013).

Records are retained of the Admission Policy and Procedure, and students may access their individual records in accordance with the Privacy Policy and Procedure.

ASMI's courses offer multiple start dates across each calendar year. Applications for each qualification and start date are processed in the order in which they are received.

## **Pre-Admission Process**

Each application shall be reviewed by the relevant trainer/assessor against the entry criteria relevant to the course. International student applications shall also be reviewed to ensure English eligibility and other requirements are met (refer to the Procedural Checklist for Assessing International Student's Qualifications and Language Proficiency).

Applicants generally have significant contact with their trainer/assessor (through interview, telephone and email contact) and are assisted to obtain further clarification and information regarding their possible study options. This includes:

- i) the requirements for acceptance into a course of study, educational qualifications or work experience required and whether course credit may be applicable;
- ii) the course content and duration, qualification applicable to graduates, modes of study and assessment methods;
- iii) eligibility of the applicant for funding under government loan schemes or programs and associated information;
- iv) study locations and a general description of facilities, equipment, and learning and support resources available;
- v) requirements for satisfactory academic progress; and
- vi) complaints and appeals policies and procedures.

During the Pre-Admission Process, the trainer/assessor identifies the level of education already attained. Applicants are also questioned in regard to interests and abilities. Their reasons for seeking admission to the course of study and their educational and work history are considered. Using this information, the trainer/assessor performs an interim assessment of the suitability of the potential student for admission into a course of study.

The trainer/assessor then identifies the course(s) of study that best align with the applicant's goals, educational background and work history, and provides sufficient information about each to enable the applicant to make an informed decision. The trainer/assessor shall also advise the student of any potential course credits.

## **Admission Procedure**

The applicant completes the Student Application Form either online or in hard copy and submits it to the administration office along with the supporting evidence related to eligibility for enrolment and copies of their credentials. Additionally, international students must submit the following documents:

- i) certified evidence of date of birth
- ii) copy of passport details
- iii) copy of English language test/evidence of English language proficiency

The administration office shall then forward the documentation to the relevant trainer/assessor for evaluation.

### **1. Methods for Determining Equivalency of Academic Qualifications**

An applicant may present overseas academic qualifications at the time of application. These are assessed for equivalency through <https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>.

### **2. Methods for Determining Authenticity of Academic Qualifications**

Australian academic qualifications submitted can be authenticated by original documents (i.e. award and transcript of results) being provided to the authorised representative or, copies of the original documents (i.e. award and transcript of results) being provided which have been either:

- i) notarised by a Justice of the Peace or equivalent authority; or
- ii) verified as a true and correct copy of the original documents by an authorised representative of ASMI.

The authorised representative must sign and print their name clearly, include the date and an official stamp or seal of the authorised officer's organisation.

Should an employee of ASMI suspect that the academic document presented has been altered or fraudulently created, contact shall be made with the conferring institution to validate the claims of the applicant.

If an applicant is applying based on current studies being undertaken so is unable to present the academic qualification at that time, and that qualification is listed within the entry requirements, then the offer of enrolment will be conditional upon the achievement of that qualification.

### **3. Methods for Determining Authenticity of Claims in a CV/Résumé Relating to Claimed Work Experience**

All claimed work experience that is offered as evidence of eligibility for entrance to a specific course of study must be relevant to that course of study and be within the last five years of the date of application. Past employers are contacted to verify work experience on a case by case basis.

If the applicant has included an application for Recognition of Prior Learning, Transfer Credit or has provided evidence through previous work experience and/or previous study the Course Credit Policy and Procedure shall be applicable.

If the applicant has disclosed any special needs, such as a disability or learning difficulty, this information is provided to the relevant trainer/assessor for review in relation to additional resources needs, reasonable adjustment and special consideration. The trainer/assessor shall contact the Director of Operations who shall follow the requirements stipulated in the Support Services Policy and Procedure.

If once the credential verification is completed, the applicant is identified as not eligible for entry to the course of choice, a review of alternative courses of study occurs and where possible, the applicant is advised of any they are eligible to enter. Should the applicant accept the alternative course of study, the below enrolment procedure shall be applicable.

#### **Enrolment Procedure**

If once the credential verification is completed, the applicant is assessed as being eligible for entry to the course of choice, staff shall ensure documentation relevant to the enrolment type is completed prior to being submitted for enrolment (refer Enrolment Checklist). Documentation may include but is not limited to:

- i) Student Application Form,
- ii) Eligibility Check and/or Payment Agreement
- iii) Student Identification
- iv) Photograph and Testimonial Consent
- v) Any other relevant documentation referred to on the Enrolment Checklist

#### **Determining Applicant Fund Source**

Staff must take into consideration the type of arrangement before forwarding any documentation to the administration office for processing.

Where enrolling into an existing approved fund source, staff shall refer to the fund source requirements as specified in the Domestic Student Enrolments Work Instructions and the International Student Enrolments Work Instructions to determine:

- i) the eligibility of the program
- ii) the eligibility of applicant

Where enrolling into a new fund source, staff shall seek advice and approval from the Manager of Compliance and Administrative Services who shall determine:

- i) if ASMI is registered with the appropriate external body to receive the applicable funding
- ii) if the program is eligible to receive funding under that source

iii) what the associated student eligibility requirements are

Where an ineligible determination is returned, the Manager of Compliance and Administrative Services shall advise the requester and the Director of Operations of the outcome who seek student placement in an alternate fund source.

Where an eligible determination is returned, the Manager of Compliance and Administrative Services shall update the relevant Work Instructions of the new requirements, configure the student management system to allow student enrolment and notify the requester and the Director of Operations of the outcome.

Where approval is granted to enrol applicants into a new fund source, staff shall refer to the fund source requirements as specified in the Domestic Student Enrolments Work Instructions and the International Student Enrolments Work Instructions to determine student eligibility.

### **Submission of Enrolment**

Forms are to be forwarded (along with other associated documents) to the Administration Office or uploaded to the students electronic file, and a notification sent for processing at least one week prior to start of study.

Students are not permitted to attend class or commence training, until their enrolment and all requested documentation and payment has been processed/verified by ASMI in the student management system and relevant registers.

The Administration Office shall process all enrolment documentation within 48 hours of receipt and notify relevant trainers/assessors when completed or if there are any issues with the forms.

The Administration Office shall also forward the relevant confirmation and payment documents to the students as specified in the Domestic Student Enrolments Work Instructions and the International Student Enrolments Work Instructions.

Trainers/assessors undertaking classroom based training and assessment (including international students) shall ensure all enrolled students in their class are recorded in the approved Student Attendance Register and are responsible for maintaining the register during the course of the program.

Trainers/Assessors undertaking VETiS, Workplace Based or other external training and assessment shall ensure a Training Plan is developed in accordance with the approved documentation.

### **Record Keeping**

Records shall be retained by the administration office for a minimum period of 7 years. All documentation, including the Student Application Form and supportive evidence, shall be saved in the students file.

Students hold the right to access and amend their individual records in accordance with the Privacy Policy and Procedure.

### **Related Documents**

Forms	
F07	International Student Application Form
F12	Photograph and Testimonial Consent
F14	Eligibility Check
F15	Student Application Form
F34	Payment Agreement

  

Checklist	
C01	Enrolment Checklist

  

Policy and Procedures	
P01	Admissions Policy and Procedure

P06	Complaints and Appeals Policy and Procedure
P08	Privacy Policy and Procedure
P10	Support Services Policy and Procedure
P11	Course Credit Policy and Procedure
P18	Procedural Checklist for Assessing International Student's Qualifications and Language Proficiency

#### Work Instructions

W02	Domestic Student Enrolments Work Instructions
W03	International Student Enrolments Work Instructions
W04	VETtrack Configuration Manual
W05	VETtrack User Manual
W06	PRISMS User Manual

#### Other

R02	Student Attendance Register
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### Document Amendments

Details	Version	Date
Initial documentation	1.0	13 <sup>th</sup> March 2015
Updated to meet legislative requirements	2.0	17 <sup>th</sup> March 2015
Amended to align with new processes	3.0	27 <sup>th</sup> August 2015
Amended to include international student processes	4.0	27 <sup>th</sup> January 2016
Procedure review and update to conform to new template	5.0	16 <sup>th</sup> May 2018