

## ADMISSIONS AND STUDENT SELECTION POLICY AND PROCEDURE

### 1. Policy Purpose

- 1.1. The purpose of this policy is to facilitate the entry requirements and admission procedures to allow students from a wide variety of educational and cultural backgrounds to access our courses.
- 1.2. The policies and procedures provide a framework to ensure efficiency, equitable admissions and selection process for Students. The procedures and policies are utilized by managers and the administration staff when assessing applications and enrolling new students, issuing letters of offer and electronic Confirmation of Enrolment (eCoE).

### 2. Policy Scope

- 2.1. This policy applies to all current students and future enrolments.
- 2.2. This policy is developed in line with the requirements of the National Code of Practice 2018 (Standard 2) and the Standards for Registered Training Organizations 2015 (Standard 5).

### 3. Admission Procedure

- 3.1. The formalisation of admission follows directly on from the preliminary enrolment enquiry from either a student directly, or through an education agent. Applicants are provided with course information via brochures or website.
- 3.2. Applicants must complete and return the Application Form either as hard copy or online and fill in all sections and provide all required information.
- 3.3. Admin staff use a pre-enrolment checklist to ensure required documents/information are received prior to an offer being generated. This is placed in the student file with any relevant notes or comments added.
- 3.4. The applicant will be enrolled on the aXcelerate system and Admin staff generates the Letter of Offer and Acceptance of Offer. If any applicable information is not provided at the initial application form stage, a "Conditional Letter of Offer" can be issued with a condition stating what is required to be completed prior to formalizing enrolment, and issuance of eCoE for international students.
- 3.5. Admin will forward the Letter of Offer and Acceptance of Offer to the applicant or education agent via email. Applicant will receive a "Letter of Offer" outlining the terms of the offer that includes the following:
  - Identify the course or courses in which the student is to be enrolled and any conditions applicable to their enrolment;
  - Provide an itemized list of course money payable by the student;
  - Provide information in relation to refunds of course money;
  - Set out the circumstances in which personal information about the students may be shared between the Australian Government and designated authorities and the TPS Director;

- Advise the student of his or her obligations to notify the registered provider of change of address while enrolled in the course;
  - Access to the College’s policies and procedures;
  - Information on welfare arrangements for students under 18 years of age;
  - Student transfer to another registered provider;
  - Information on Australian Consumer Protection laws; and
  - An “Acceptance of Offer” that must be signed by the student or parent/guardian (if applicant is under 18 years of age) to accept the terms of the offer.
- 3.6. The “Acceptance of Offer” must be signed and returned with the initial payment as outlined in the letter of offer in order to confirm a place in a course.

## **4. Students who do not meet the initial entry requirements**

- 4.1. Those students who do not meet the entry requirements because of age, or prior experience may be accepted at the discretion of the Director of DNA Kingston Training.
- 4.2. Those who do not meet the English requirement can be provided with additional English external programs to enhance English prior to commencement or demonstrate English ability with an internal assessment of written and verbal activities at the college.

## **5. Student enrolled in another course prior to commencing**

- 5.1. If a student is enrolled in another course before coming to DNA Kingston Training and their enrolment at DNA Kingston training is subject to them achieving the other course, this must be noted as a condition on the offer letter and eCOE (international students). Staff must check whether the student has completed the course satisfactorily before commencing studies at DNA Kingston Training. For example, a student may be required to complete an English course before commencing a course at DNA Kingston Training.

## **6. Applicants with disabilities**

- 6.1. Applicants with disabilities should indicate on their application their disability status. Such students may be asked to provide further details of their disability in order to assess whether they require any special study requirement. These students will not be discriminated against, though some training programs are unsuitable due to safety with regard to some disabilities. The Director of DNA Kingston Training reserves the right to reject an application on the grounds that it would not be either in the best interest of the college and / or the student to do so. Students with special needs will be provided with additional support services where required.

## **7. Academic Entry Requirements**

- 7.1. Each individual course at DNA Kingston Training has academic entry criteria that students must meet to be eligible for enrolment in that course. In general, the minimum academic entry requirement is a satisfactory completion of Year 12 in Australia or equivalent. To check the specific academic entry requirements for the chosen course, the information can be referred from DNA Kingston Training brochures or website. If the students have qualifications from other countries, they can enquire directly with the college.

## 8. English Pre-requisite

- 8.1. International students must provide evidence of their competency in English. In general, English ability must be at IELTS 5.5 or equivalent. IELTS 5.0 may enter Australia as students, provided they undertake a short course in English language prior to the commencement of their studies at DNA Kingston Training. We can assist with the arrangements for the students. English can be accepted through a number of sources other than IELTS that includes:
- Through our local English colleges, which are compared to IELTS scores;
  - Completion or substantial completion of a qualification delivered and assessed in English;
  - English assessment via LNN testing tools with our English Trainer;
  - Alternative test scores such as TOEFL IBT, PTE academic, ESOL test scores and alternative test scores can be identified with Department of Homes Affairs (DHA).
- 8.2. For certain countries, DOHA may impose different entry requirements which will supersede our academic requirements. Please check with the college for the current position at the time of your application.
- 8.3. English enhancement is also embedded into our training programs. We endeavour to complete programs with students on an average of IELTS 7.0 when they leave our colleges.

## 9. Unique Student Identifier (USI)

- 9.1. All students studying nationally recognized training in Australia from 1 January 2015, will be required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognized training that you can access anytime and anywhere, and it's yours for life.
- 9.2. The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognized training and qualifications gained anywhere in Australia, from different training organizations, will be kept all together. The USI will:
- 9.2.1. link a student's VET achievements, regardless of where in Australia they did the course.
  - 9.2.2. let students easily access secure digital transcripts of their achievements (transcripts will be available from April 2016).
  - 9.2.3. give students more control over their VET information.
- 9.3. DNA Kingston Training must have a valid USI from each student before it can issue a qualification or statement of attainment.
- 9.4. For further information or to create your own USI, please view the Student Information Fact Sheet available from [www.usi.gov.au](http://www.usi.gov.au).

## 10. Administration

- 10.1. This policy and related documentation are accessible by students on the DNA Kingston Training website.
- 10.2. Staff will be advised of this policy and related procedures via email and staff information sessions.

Kingston Training and Employment Pty Ltd



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<b>Policy Title</b>	Admissions and Student Selection Policy and Procedure
<b>Policy Renewal</b>	Every 2 years
<b>Responsibility</b>	Compliance Manager

### Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 07	July 2014	Minor updates.
Version 08	April 2015	ID and USI changes & include further information for clause 5.2.
Version 09	Oct 2018	Minor updates.
Version 09.1	Oct 2020	Reviewed
Version 10	June 2022	Updated with new Student Management System.