



# VTAC Special Entry Access Scheme (SEAS) Policy Version 2

**Authorised by: CEO**

**Endorsed By: Executive Team**

## 1 Document Control

Version	Date	Amended by	Changes Made
0.1	8 July 2010	Registrar	Initial document
1.1	29 November 2012	Registrar	New Template, review
0.2	29 December 2017	Registrar	New template, review
	09 April 2019	Academic Quality Assurance Officer	Minor administrative changes to remove reference to 'BHIG' and 'CAE'

## 2 Purpose

The special entry access scheme (SEAS) is an umbrella scheme for applicants applying for courses via the Victorian Tertiary Admission Centre (VTAC), who have experienced educational disadvantage.

SEAS plays a role in the selection of VTAC applicants into courses listed with VTAC for study commencements in February/March. It enables extra consideration to be granted in the selection of students for course entry at Box Hill Institute. It is not however used as a replacement for course entry requirements. Consideration of SEAS may relax some aspects of the specific entry requirements, but not exempt them.

## 3 Scope

For students applying to Box Hill Institute courses via the VTAC application process only, for study commencement in February/March, where the student has also lodged a SEAS application directly with VTAC alongside their course application with VTAC.

## 4 Policy Statement

Box Hill Institute will provide all prospective students who have applied for a position in a Box Hill Institute course listed in the VTAC Guide with a fair and equitable selection process that includes the consideration of extenuating circumstances of disadvantage, in the following VTAC categories:

- VTAC SEAS Category 1 – Personal information and location
- VTAC SEAS Category 2 - Disadvantaged financial background
- VTAC SEAS Category 3 - Disability or medical condition
- VTAC SEAS Category 4 - Difficult circumstances

The Institute's Disability Action Plan also provides an additional framework for staff in the selection of students with a disability into Box Hill Institute courses, and supports the provision of equity and consideration in the selection process.

SEAS consideration will not exempt prospective students from completing all the requirements listed under the selection criteria section of each course in the online VTAC course guide. Applicants must attend all interviews, sit any required tests, meet prerequisites, submit all required folios, and fill in all required forms and any other selection requirements.

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Fulfilment of all course eligibility requirements (with or without SEAS), does not guarantee an offer.

Applicants must lodge their SEAS application through VTAC once their initial course application is also lodged. Application lodgement is made via VTAC's online application system.

## 5 Code of Conduct

Students are expected to conduct themselves in a manner consistent with the Box Hill Institute Student Code of Conduct.

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Staff Code of Conduct.

## 6 Definitions

Term	Definition
VTAC	Is the Victorian Tertiary Admissions Centre
SEAS	Is the Special Entry Access Scheme administered by VTAC

## 7 Related Procedures

- VTAC Special Entry Access Scheme Procedure - BHI
- Learners with a Disability Procedure – BHI
- Student Selection Procedure – BHI

## 8 Related Operating Guidelines

- 2016-2018 Disability Action Plan

## 9 Related Forms

VTAC's online SEAS Application form

## 10 Related Legislation and Registration

### 10.1 Box Hill Institute

Student Selection Policy – BHI

### 10.2 External

VTAC System Rules for VTAC and Tertiary Institutions



## 11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

## 12 Review

This policy must be reviewed no later than three (3) years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 13 Approval Body

The CEO is the approval body.

Owner	Author
Executive Director Academic Affairs (VET & Higher Education)	Registrar