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VTAC Special Entry Access Scheme (SEAS) Procedure – BHI Version 2

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Authorised by: CEO

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Document: **VTAC Special Entry Access Scheme
(SEAS) Procedure - BHI**
Document No.: **ACA-AA-PRO023**
Process Area: **Academic Affairs**



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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
	8 April 2019	Academic Quality Assurance Coordinator	Minor administrative changes to remove reference to 'BHIG' and 'CAE'

2 Purpose

To determine the procedure for prospective students applying for extra consideration under the special entry access scheme (SEAS) as part of the Victorian Tertiary Admissions Centre (VTAC) course application process, for entry into Box Hill institute (BHI) courses listed with VTAC.

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.

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4 Responsibilities

Task	Person Responsible
Consideration of SEAS	Faculty VTAC Selection Officers

5 Definitions

Term	Definition
Faculty VTAC Selection Officers Selection Officers	Are academic staff members who assess selection of VTAC applicants into Box Hill Institute courses listed with VTAC for February/March study commencement.
SEAS	Is the Special Entry Access Scheme available to course applicants via VTAC, which enables extra consideration to be granted in the selection of students into BHI courses where applicants have indicated they have experienced some prior educational disadvantage under one of the VTAC SEAS categories.

6 Procedure

Procedure	Responsibility
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8 Process Flowcharts

Nil

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