

# Admissions Policy

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<b>Responsible Officer:</b>	Director, Future Students and Partnerships	<b>Current Version:</b>	18/03/2024
<b>Authorised Officer:</b>	Executive Director, Growth and Engagement	<b>Due for review:</b>	Biennial, 18/03/2026

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## Purpose

The purpose of this policy is:

1. To provide open, fair, consistent and transparent admissions activities ensuring equal benefits and opportunities for all students and persons seeking to enrol at Goulburn Ovens Institute of TAFE. This is achieved by adhering to the Australian Democratic Principles of:
  - Equal rights for all before the law.
  - Freedom of religion.
  - Freedom of speech and association.
  - The Values of openness and tolerance.
2. To ensure all Admissions process steps occur in an efficient, compliant and timely manner, and prior to the Course Commencement Date.
3. To provide the Student with an engaging and supported on-boarding experience.

## Policy Statement

This policy supports the admission of students into appropriate courses at GOTAFE. It is to be applied to all programs of study offered by the Institute and to all students and persons seeking to apply and enrol for a course at the Goulburn Ovens Institute of TAFE.

## Policy Principles

Admission practices at GOTAFE are underpinned by the following principles:

1. Admissions are transparent, equitable, without bias and focused on students and their desired outcomes.
2. All efforts are made to ensure admissions and enrolments are a positive engaging experience for all.
3. All students are provided with sufficient information prior to accepting a course offer, ensuring they make an informed choice based on:
  - Course requirements
  - Costs
  - Course purpose and outcomes.
4. Students are placed into the most suitable course available to meet their abilities and aspirations.
5. Students requiring support are provided with reasonable adjustment and learning support plans.
6. Admissions and enrolments are efficiently processed in a responsive manner without delays.
7. Places are allocated on first come first served basis, subject to required documentation being provided.
8. Late applications may be considered subject to availability.

9. All processes must comply with ASQA and Skills First VET Funding Contract or other relevant contractual requirements.
10. Unsuccessful applicants have the right to appeal decline decisions.

### **Roles and Responsibilities**

This policy is to be followed by all staff who play a role in advising, selecting, admitting and enrolling students into courses at GOTAFE.

### **Documentation and regulation**

This policy is supported by the following documentation and legislation:

- [Statement of Adherence to Australian Democratic Principles \[ODSA-17\]](#)
- Admissions Procedure
- Pre-training review policy and procedure
- Student access equity and diversity policy [POSS-03]
- Skills First VET Funding Contract
- National Standards for Registered Training Organisations 2015
- ASQA Guidelines and Directives
- VRQA Guidelines for Non-school Providers 2022