

Goulburn Ovens Institute of TAFE Procedure no. E10-P31 <small>(Copy on Web Site)</small>	Title: Admissions procedure Executive Management approved: 02/06/2009 <i>Reviewed: 25/10/2013, 27/05/2014, 22/01/2014, 30/11/2015, 8/12/2016</i> ILQC approved: 14/02/2017 <i>Reviewed: 23/02/2017, 23/08/2018 re CFO, 27/08/2018 review update</i> Responsible Officer: Registrar Authorising Officer: Chief Financial Officer Review: Annual (30th October 2018)
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ADMISSIONS PROCEDURE

1. PURPOSE

To provide open, fair, consistent and transparent admissions procedures that promotes commitment to 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
- To ensure equal benefits and opportunities for all students and persons seeking to enrol at Goulburn Ovens Institute of TAFE.

2. SCOPE

This procedure is to be applied to all relevant 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. This procedure supports and promotes the principles and practice of the Australian democracy.

The full Statement of Adherence to Australian Democratic Principles can be located on the GOTAFE website <http://www.gotafe.vic.edu.au>, Intranet and is also communicated to our students via the student handbook.

3. PROCEDURE

3.1 Enquiry

3.1.1 Enquiries can be made to the Institute via any of the following means:

- The 1300 GOTAFE (1300 468 233) number which is staffed by the Client Services Centre
- Via the GOTAFE public website
- Information Session
- Directly over the counter which is staffed by the Client Services Centre
- Business Development through industry visits
- Institute staff in attendance at expos
- Direct contact to the teaching department
- Student Services
- Jobs and Skills Centres
- GOTAFE Facebook page

3.1.2 At advertised Course Information Sessions, teaching staff will need to provide the following information:

- The Application process and form
- Course Selection Process including a Pre-Training Review
- Course information
- Proposed course start dates / timetable
- Fees and Charges brochure
- Enrolling at GOTAFE brochure
- VET Student Loans information- Applicable only to eligible Diploma & Advanced Diploma courses.

3.2 Application Process

3.2.1 Accredited Course / Qualification

Individuals wishing to apply for more than one course must submit an online enquiry for each program of study.

3.2.2 Application

Applications are processed by the Client Services Centre:

- Eligibility will be checked if the student wishes to access government subsidised funds
- Applicants details will be entered on SMS and linked to the most appropriate availability
- Where a department chooses to handle the application, they can enter all the details directly onto SMS.

For Applicants that are Ineligible, the Commercial Manager / Teaching area discusses alternative options with student

3.3 Short Course Enquiry or Application

3.3.1 Short Course - Fee for Service programs

Students may enrol directly into Short Courses (Internal code SC), there are no admissions requirements apart from payment prior to commencement.

Persons in Australia on International Visas, except for Student Visas, may undertake Fee for Service courses providing the program does not exceed 3 months duration.

3.3.2 Short course – Accredited and government subsidised programs

Students may enrol directly into accredited government subsidised Short Courses (internal code SA) unless specified in the course descriptor.

Where the Short Accredited course tuition is being subsidised by government funding (Profile) the client must meet the eligibility criteria for government subsidised tuition to access this funding.

Eligibility must be checked via the Enrolment form, Student Eligibility and Student Declaration form and supporting evidence.

3.4 Course Selection Process

Whichever area handles the application, the individuals will need to be notified of the Course Selection Process requirements.

Below is a list of Course Selection Processes that the Institute endorses, along with a brief of how they should be conducted. The applicant must be admitted as a student via one of the below options:

3.4.1 Interview

Applicants can sit an interview as part of the Course Selection Process.

Interviews are normally one to one, where the applicant should answer a series of questions so the trainer can determine an understanding of the individuals' knowledge and skill or AQF level; this is called a Pre- training review.

This process supports an individual's proposed training to:

- enable students to obtain the required skills to make them job ready
- assist students to undertake further education and/or
- enable access to training for all learners.

The pre-training review process ensures that the qualification chosen is both suitable and the most suitable option for the student and that the proposed learning strategies and materials are appropriate.

3.4.2 Direct Applicants

Trainers can accept applications directly, providing documented Selection Criteria is used to screen the applicant as per 3.4.1.

3.4.3 Portfolio

In some areas applicants are required to submit a portfolio of their work. It is recommended that this process is incorporated into the Student's pre-training review.

3.4.4 VTAC Applicants

Where a full time program of study has been advertised in the current VTAC Guide, applications for that program of study shall be received and considered in strict accordance with the rules and regulations specified by VTAC.

Note: students applying through the VTAC are still required to partake in a Pre-training Review process.

3.4.5 Australian Apprenticeships

Where a student is registered as an Australian Apprentice or Trainee on the Skills Victoria DELTA system and GOTAFE is the nominated Registered Training Organisation (RTO), the student will have their details entered onto the Student Management System (SMS) as an application once approved by the relevant Commercial Manager.

- Trainers will be provided with an Induction Pack for each apprentice or trainee. After the Student Induction Session - see Student Induction Guide and Apprentice and Induction Booklet for Apprentices and Workplace based students - trainers will provide the campus Administration Centre with:
 - Signed Enrolment Form (with eligibility checked).
 - Student Eligibility and Student Declaration form with supporting evidence
 - Training Plan with start and end dates for each unit of competence recorded.
 - The student will be enrolled according to their training plan.

Note: students registering as an apprentice, trainee or school based apprentice are still required to partake in a Pre-training Review process.

3.5 Student Selection

The Team Leader Operations/Trainers shall determine successful and unsuccessful applicants.

- Places will be allocated according to students meeting the prerequisites for the level of course they are applying for.
- Unsuccessful applicants in the selection process will be contacted and referred to the Skills and Jobs Centre to map out a learning pathway for the student.
- Successful applicants will complete an Enrolment Form and have their eligibility for government subsidised tuition checked.
- Where there are more successful applicants than places in the program, successful applicants can be placed on a waiting list.

3.6 Place Offers

3.6.1 Notification of an offer of a place and enrolment will be made in writing on Institute stationery by the Client Services Centre upon receipt of the enrolment form and admissions documents for the client. Teaching staff will provide:

- Enrolment confirmation.
- A list of materials (provided by the Course Coordinator).
- Commencement date of the program.

3.6.2 The Team Leader Operations will ensure that successful applicants are enrolled onto the Student Management System (SMS) by submitting the following student documents at least 2 weeks prior to the student's first day of attendance:

- **Enrolment form with Student Eligibility and Student Declaration form** (including supporting evidence) checked and signed by the student and GOTAFE representative **and**
- **Study and/or Training plan** (correct dates and liability category) for each unit of competency selected, signed by teaching staff

3.7 Skills Recognition

Skills recognition refers to recognition of skills and knowledge attained prior to the commencement of a course or program.

It can take 2 forms:

- Recognition of Prior learning (RPL) -formal recognition of an individual's current skills and knowledge irrespective of how, when, or where the learning took place.
- Credit transfer – transfer of equivalent units of study achieved through other organisations.

All applicants to programs at GOTAFE will be offered Skills Recognition during the selection process, prior to commencing training.

3.8 Sectional Records - Direct Applicants

3.8.1 Teaching Departments are required to maintain records of:

- List of applications received
- Selection criteria
- Initial screening criteria
- List of unsuccessful applicants failing initial screening with reasons documented
- List of applicants offered places
- List of applicants accepting offers
- List of applicants on waiting list

3.8.2 Teaching Departments should preserve records as per Section 3.4.1 for 3 years from date of program of study commencement.

3.9 Enrolment

3.9.1 Students are enrolled based on information provided on:

- Enrolment form
- Evidence of Student Eligibility and Student Declaration form (and supporting evidence)
- Signed Study/Training plan. These documents detail the course and the units of competency with appropriate expected start and end dates the student and relevant parties have agreed to as part of their training.
- Concession card (if relevant)

3.9.2 A student will be deemed enrolled once a tax invoice has been issued.

3.9.3 Where a student chooses to enrol in additional units of competency at any time subsequent to his/her initial enrolment, incremental fees will be applied, where applicable. Note a new study/training plan will need to be signed by all relevant parties.

3.9.4 All students (except for students enrolled in short courses) will be issued with a Student Identity card once payment has been in full or a Deferred Payment Plan has been put into place.

Note: the loss or damage of a Student Identity Card should be reported immediately and upon payment of the prescribed fee as detailed in the Fees and Charges Schedule, a replacement card will be issued.

3.9.5 All students enrolling into Nationally Recognised training must have a Unique Student Identifier in order to receive their qualification or statements of attainments and results.

3.10 Changes to Personal Details

3.10.1 A student who changes his or her name, phone number or address should complete and lodge with Client Services a Student Personal Details Amendment form (FSA-35):

- Students recording a change of name will be required to produce legal documentary evidence (e.g. marriage certificate, statutory declaration, deed poll certificate) in addition to completing the relevant form.
- Apprentices or Trainees must notify Apprentice Administration of changes to employer or personal details.

4. DOCUMENTATION

VTAC Guide

[Standards for Registered Training Organisations 2015 - ODQU-03](#)

[Access and Equity Policy – E24](#)

[Student Access and Equity Policy \(Disability\) – E20](#)

[Fees and Charges Policy – E13](#)

Fees and Charges Brochure

Enrolling at GOTAFE Brochure

[2017 Evidence of Student Eligibility and Student Declaration form – FSA-120](#)

[Student Induction Guide – CPG-08](#)

[Enrolment Form – FSA-21](#)

[Fees and charges procedure – PRSA-158](#)

[Fees and charges schedule – ODSA-01](#)

[Statement of Adherence to Australian Democratic Principles – ODSA-17](#)

