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| Policy Name:        | <b>Admission and Enrolments</b>   |
| Document Number:    | V9.6.01   |
| Approved by:        | Academic Director   |
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| Audience:           | Charlton Brown College Staff, Students and Community  |
| Contact Officer:    | Admissions Officers   |
| Related Documents:  | VET Admission and Enrolment –GUIDELINES   |
| Legislation:        | <a href="#">The National Vocational Education and Training Regulator Act 2011</a><br><a href="#">Standards for Registered training Organisations (RTOs) 2015</a><br><a href="#">VSL Loan Act 2016</a> ; <a href="#">VSL Student Loan Rules 2016</a> ; <a href="#">VET Student Loans Information Booklet 2017.</a> |

### 1. Purpose and Objective

This policy deals with the enrolment of a person to a course or program of Charlton Brown to ensure compliance with relevant Government requirements and regulations.

Objective is to:

- Provide a framework that ensures integrity of admissions decisions
- Set clear responsibilities and accountabilities for admissions decisions
- Ensure that admissions process is transparent, and decisions are consistent and fair

### 2. Procedure Scope/Coverage

This applies to all persons seeking to be enrolled as a student in Charlton Brown.

### 3. Definitions

**VET** - Vocational Education and Training

**Domestic student** – a student who is:

- an Australian citizen; or
- a New Zealand citizen; or
- the holder of a permanent visa for Australia

**AQF** – Australian Quality Framework

**VSL** – VET Student Loan (Section 5)

**ACER** – Online assessment to identify individuals’ literacy and numeracy skills, aligned to the Australian Core Skills Framework (ACSF)

**ACSF** – Australian core Skills Framework is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individuals performance in the five core skills of learning, reading, writing, oral communication and numeracy.

### 4. Policy

Charlton Brown will:

- Consider the prospective learners need, existing skills and existing competencies and provide appropriate advice about the training product

- determine the support needs of prospective learner and ensures that if enrolled, the student can be provided access to the educational and support services necessary for them to meet the requirements of the training product
- provide current and accurate information that enables the learner to make informed decisions
- Admission and enrolment of students into college courses will be based on clearly defined, consistent and equitable requirements which are available in a manner that is easily accessible
- This includes
  - a) Language Literacy and Numeracy Testing (LLN)
  - b) Course duration
  - c) Fees and charges (Tuition Fees)
  - d) Eligibility for Recognition for Prior Learning
  - e) Policies for refund

Charlton Brown is committed to ensuring that all practices in relation to Enrolments are consistent, fair and transparent, and comply with applicable external regulations and requirements

## 4.1 Pre-Enrolment

### 4.1.1 Charlton Brown will:

- Charlton Brown is registered with ACER-CSPA to assess prospective students' LLN
- that there are no application fees relating to enrolment, or enrolling in, an approved VSL course
- offer Recognition of Prior Learning as an alternative assessment method - students will enrol as for students intending to complete full study and assessment.
- make the necessary course and fee information readily available to Students to enable them to make informed enrolment decisions
- provide reasonable services and support to enable them to fulfil the requirements of their enrolment (detailed on the website).
- provide information collected at enrolment to NCVER, Charlton Brown and other regulatory bodies for statistical purposes while abiding by the College privacy policy and relevant privacy legislation.
- retain the right to discontinue, suspended or cancel the Enrolment of a Student established by the College, at the instigation of either Charlton Brown or the Student.

### 4.2.1 Students agree to:

- abide by the regulations, policies, and procedures of Charlton Brown
- pay all fees, levies and charges associated with their Enrolment
- the collection and recording of information in accordance with the College privacy policy and relevant privacy legislation
- enrol in good faith that they have made necessary arrangements to enable them to be successful in their study and are prepared to make the required effort to satisfactorily complete the study in which they enrol

### 4.2.2 Enrolled Students are:

- able to participate in classes, and other educational and support activities of Charlton Brown
- to receive recognition for the work done
- to be awarded a Grade on completion of the requirements of a unit or course of study
- eligible to receive an Award from Charlton Brown.

#### 4.2.3 Admission Appeals

- Unless otherwise stated, admission appeals in relation to these procedures are determined by CEO of Charlton Brown.
- Where an applicant has been offered a place and it is later found that incomplete or inaccurate information was provided by or on behalf of the applicant, the CEO may withdraw the offer or cancel the student's enrolment or both.

#### 4.2.4 Applicants Subject to Suspension, Expulsion or Refusal of Enrolment

- an applicant who, as a student of the College has been suspended or denied permission to enrol following unsatisfactory academic progress may be refused admission.
- an applicant whose results at another tertiary institution would have rendered them liable to show cause why enrolment should not be cancelled due to unsatisfactory academic progress may be refused admission.

#### 4.2.5 Notification of course cancellation – Action to be taken

- a student will be granted credits for parts of the original course successfully completed by the student, as evidenced by:
  - I. a Statement of attainment or other AQF certification documentation issued in accordance with the AQF; or
  - II. an authenticated VET Transcript prepared by the *registrar (within the meaning of the Student Identifiers Act 2014)*
  - III. the student is not charged tuition fees for a replacement component of the replacement course – if tuition fees have been paid for the affected part of the original course.; and
  - IV. the student is enrolled in the replacement course as soon as possible.

#### 4.2.6 Cancellation of a student enrolment

- notify student of proposed cancellation.
- advise the student that they have at least 28 days to initiate a grievance before cancellation takes final effect.
- provide for the cancellation to take final effect only after the grievance procedure initiated by the student has been completed.

### 5. VET Student Loan Entry

#### Communicating Student Entry Information:

5.1 Charlton Brown will ensure that consistent information about student admissions is published on all Charlton Brown websites, including:

- (a) Information on 'How to enrol' and 'Entry requirements' for each VET Student Loans eligible program;
- (b) Information about any VET Student Loans financial arrangements.

#### Student Entry Eligibility Rules:

##### Eligibility Rules:

5.2 Current and prospective students are eligible to apply for a VET Student Loans in the following circumstances. The student must be:

(a) An Australian citizen or permanent humanitarian visa holder (resident in Australia for the duration of the unit/s of study); or

(b) A New Zealand Special Category Visa (SCV) holder who meets the long-term residency requirements outlined in the definitions).

**5.3** Applicants are also required to meet the following eligibility criteria. The student must:

(a) Apply for a VET Student Loan for an eligible qualification;

(b) Have not exceeded their FEE-HELP limit, or course cap limit for the enrolled course;

(c) Have no outstanding fees or debt with Charlton Brown;

(d) Provide a Tax File Number or a Certificate of Application for a Tax File Number;

(e) Supply a valid Unique Student Identifier (USI), or exempt letter;

(f) If under the age of 18 have their application co-signed by a responsible parent (unless the student is certified as independent, in which case evidence must be provided of independence); and

(g) Have read the [VET Student Loans Information Booklet](#).

#### **Additional Eligibility Considerations:**

**5.4** When the number of places in a qualification or unit/s of study is limited by a quota, Charlton Brown may offer places in order of merit of applicants, including an assessment of skills through work experience, performance at interview, or portfolio of evidence.

**5.5** Charlton Brown may conduct additional selection processes (e.g., interviews, folio of work, academic screening, admission tests) to support the admission process.

**5.6** When making decisions about student entry, Charlton Brown may consider educational disadvantages that a student has experienced. Charlton Brown provides equal and fair treatment of all students seeking to enrol.

#### **Student Entry Applications:**

##### Applying a Two-Day Cooling Off Period:

**5.7** VET Student Service Officers will advise students who enrol in relevant unit/s of study that any request for a VET Student Loan:

(a) Must be given at least two business days after the student enrolls in the unit/s of study; and

(b) Any student who enrolls in unit/s of study less than two business days before the Census date for the relevant units will not be eligible for a VET Student Loan for those unit/s.

#### **Managing Student Entry Applications:**

**5.8** To apply for VET Student Loan students must complete the Request for a VET Student Loan eCAF form.

**5.9** VET Student Services Officers must ensure that students submit a valid application form and required documentation to Charlton Brown, including proof of identification, date of birth, and citizenship.

**5.10** In addition, the VET Student Service Officer will assess student suitability for their chosen unit/s of study by ensuring that students:

(a) Provide a copy of an Australian Year 12 Senior Certificate issued by a State Agency of Authority; or

(b) Provide a copy of an International Baccalaureate Diploma.

(c) Provide evidence of the successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English), or at a level in a framework that preceded the Australian Qualifications Framework that is equivalent to level 4 or above in the Australian Qualifications Framework; or

(d) Display competence at Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy, by completing the approved Charlton Brown language, literacy and numeracy (LLN) testing tool (Basic Key Skills Builder) and achieve Exit Level 3 or above in reading and numeracy.

**5.11** VET Student Service Officers may also use discretion in addition to the above, when they have evidence to support a reasonable belief that a student demonstrates competence to complete the qualification or unit/s of study.

\* **Please Note:** Charlton Brown may alternatively utilise the services of the Queensland Tertiary Admission Centre to conduct selection processes.

#### **Student Entry Language, Literacy and Numeracy Testing:**

**5.12** In cases where a student is required to undertake a LLN test to demonstrate suitability for a qualification or unit/s of study, the VET Student Service Officer will:

(a) Ensure that the student undertakes an approved Charlton Brown LLN test; and

(b) Ensure that the LLN test occurs after admission and prior to census date.

#### **Management of Language, Literacy and Numeracy Testing Outcomes:**

**5.13** LLN Trained Specialists will monitor and manage outcomes of LLN assessments on a daily basis, including:

(a) analysing LLN Assessment;

(b) Identifying students who have not met the VET Student Loans eligibility criteria, and referring students to the appropriate area within the college for further action;

(c) Identifying students who have met the VET Student Loans eligibility criteria;

(d) Matching each student with submitted Request for a VET Student Loans eCAF forms, or follow up students who have not submitted or have incorrectly completed their Request for a VET Student

Loan eCAF form; and

**(e)** Notifying each student of the outcome of their LLN assessment and progress their enrolment.

**5.14** LLN Trained Specialists will undertake case management of students who have not met the LLN entry criteria, including:

**(a)** Informing students they have not met the minimum entry requirements;

**(b)** Discussing with the student the most appropriate method of addressing their learning needs, including:

- I. Undertaking a complete LLN diagnostic to identify specific learning requirements.
- II. Undertaking a supported learning program, including enrolment in learning support program in addition to VET Student Loans eligible program;
- III. Identifying an alternate study pathway.
- IV. Enrolling in specialist foundation skills program/s; and

Other program counselling based on student's learning requirements.

**(c)** Establishing an appropriate Training Support Plan with the student; and

**(d)** Formally agreeing upon an alternative enrolment option for the student.

**5.15** LLN Trained Specialists will notify VET Student Service Officers of the selected option for the student's alternative enrolment.

#### **Processing Student Enrolments:**

**5.16** For successful student entry applications, VET Student Service Officers must provide the student with access to the following information:

**(a)** The Tuition Fees and other Service Fees applicable to the student's enrolment;

**(b)** The VET Student Loan cap for the qualification, and the student's responsibility to pay the relevant fees over prescribed cap for the qualification;

**(c)** The student's options for payment of Tuition Fees over the prescribed capped amount for the qualification, including accessing a Payment Plan;

**(d)** Information about VET Student Loans (including direction to the relevant section of the Charlton Brown website) including:

- I. It is a loan from the Commonwealth
- II. The loan will remain a personal debt until it is repaid to the Commonwealth;
- III. The loan may, until the debt is repaid, reduce a student's take-home (after-tax) wage or salary, and may reduce the student's borrowing capacity; and
- IV. The amount of VETSL HELP debt the student would accrue if the student received the maximum VET Student Loan for the qualification; and

- V. The student may wish to seek independent financial advice before applying for a loan.

**(e) Information about Census days, including:**

- I. The meaning of a Census Day; and
- II. If the student withdraws before the Census day they will not incur a VET Student Loan debt and will receive a refund.

**5.17** Upon communicating a student's successful application for student entry the VET Student Service Officers will undertake the next steps in processing the student's enrolment:

- (a)** Advise the student of their successful enrolment in the unit/s of study;
- (b)** Create a Commonwealth Higher Education Support Student Number (CHESSN);
- (c)** Issue a VET Student Loan Statement of Covered Fees;
- (d)** Issue a VET Student Loan Fee Notice, not less than 14 days prior to the census date, and not more than 14 days before the unit commencement date; and
- (e)** Produce a Commonwealth Assistance Notice (CAN), and issue to the student.

**Appeals:**

**5.18** Students who are dissatisfied with the student entry decision may request an internal review of the decision.

**Records Management:**

**5.19** Results of student LLN testing will be reported upon request to the Secretary, Department of Education and Training (Commonwealth).

**5.20** All records related to a student's application for a VET Student Loan must be kept for the minimum period as outlined in the Charlton Brown Records Management Procedure and the Retention and Disposal Schedule, in particular:

- (a)** Records of LLN testing must be retained for a period of 5 years; and
- (b)** Records of a student's Senior Secondary Certificate of education must be retained for a period of 5 years (excludes students offered a place via the Queensland Tertiary Admissions Centre, as they will be required to maintain this evidence).

**5.21** In cases where the retention period outlined in a contractual or funding agreement is longer than the Retention and Disposal Schedule the relevant records should be maintained in accordance with that agreement.

| Version History |              |                                    |                 |                      |
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