STUDENT ADMISSION POLICY FOR VET COURSES OF STUDY

Overview
Conwal and Associates Pty Ltd t/as Conwal Institute supports the concept of equal opportunity and is committed to providing all applicants equity of access to its courses. This policy is designed to clearly set out the selection and admission requirements for VET courses of study.

Definitions
For the purposes of this document the following applies:


VET Course of Study refers to a course for which a Student may access VET FEE-HELP assistance to pay for all or part of their tuition fees.

VET Unit of Study: a published unit of study that a Student may undertake to complete a VET Course of Study.

Student/s refers to all persons enrolled in a VET Unit of Study who are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

Potential Students refers to all persons seeking to enrol in a VET Unit of Study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

The Department: The Commonwealth of Australia represented by the department which has the responsibility for administering the Higher Education Support Act 2003.

1.0 Fair Treatment and Equal Benefits and Opportunity

1.1 Conwal Institute will treat fairly all Students and Potential Students.

1.2 Conwal Institute has open, fair and transparent procedures, based on merit for making decisions about:
   a) the selection, from among Potential Students; and
   b) the treatment of Students.

1.3 Potential Students seeking to enrol in a VET Course of Study with Conwal Institute, regardless of their background, circumstances or eligibility for VET FEE-HELP assistance will be assessed for entry to study through the same published entry requirements and through the same process.

1.4 The above undertakings do not prevent Conwal Institute taking into account, in making decisions about the selection and treatment of Students or Potential Students, educational disadvantages that a particular Student or Potential Student has experienced or the fact that the Student or Potential Student may be enrolled via a VET restricted access arrangement.

2.0 Student Selection

2.1 Entry requirements for VET Courses of Study
Students must meet all entry requirements as per the Entry Requirements Policy and Procedure.

2.2 VET FEE-HELP academic suitability requirements
To be eligible for VET FEE-HELP assistance a Student must be academically suited to a VET Course of Study.

A Student is academically suited to a VET Course of Study when:

- the student has met Conwal Institute’s entry requirements for the VET Course of Study (set out above)
- the Student satisfies one of the following requirements:
  - Conwal Institute obtains a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student’s completion of year 12; or both
  - the Student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy, and
  - Conwal Institute reasonably believes that the Student displays that competence.

If a student does not have a Senior Secondary Certificate of Education then Conwal Institute will assess the Student’s competence at or above Exit Level 3 in the ACSF reading and numeracy using the Core Skills Profile for Adults (CSPA). The results of this test will be reported to the Student as soon as practicable after the assessment and to the Secretary of the Department on request. Conwal Institute will retain the results of a Student’s academic suitability for at least 5 years.

3.0 Communicating Student Entry Information

3.1 Conwal Institute will ensure that consistent information about student admissions is published on the website, including:
- Up-to-date details on how to make an application and entry requirements for each VET Course of Study to ensure Potential Students are able to make informed choices;
- Clear details about any VET FEE-HELP financial support arrangements.

4.0 Application and Enrolment Procedure

4.1 Applications can be made by completing the online application form available at www.conwalinstitute.edu.au.

4.2 The administration team assesses the application against the course entry requirements. Where the application is not complete or if further information is required to make an assessment of whether the Potential Student has met the published course entry requirements, the applicant will be given the opportunity to provide further information.

4.3 Potential Students who do not meet the course entry requirements will be notified in writing of the reasons for non-acceptance. Unsuccessful applicants will be advised of their right to appeal the decision and how to access the appeals process.

4.4 Potential Students who meet the course entry requirements will be enrolled in the VET course of study conditional on them providing any requested documentation.

4.5 When a Student applies for VET FEE-HELP assistance (at least two business days after the Student is enrolled in the VET Course of Study) the Student will be assessed against the VET FEE-HELP academic suitability requirements outlined above. Conwal Institute will not accept a Request for VET FEE-HELP assistance form as a completed form from a student under the age of 18 unless a parent or guardian (responsible parent) has co-signed the form.
5.0 Publication

5.1 These *Student Admission Procedures for VET Courses of Study* will be made available to Students and Potential Students through publication on the website: [www.conwalinstitute.edu.au](http://www.conwalinstitute.edu.au).
6.0 Enrolment Process Flow

Application received from Potential Student

Does applicant meet course entry requirements?

Yes

Student is enrolled subject to providing requested documentation

Yes

Issue VFH invoice notice at least 14 days prior to census date

Yes

Has Student submitted a request for VFH assistance form at least 2 days after enrolment?

Yes

Student eligible for VFH assistance? (including VFH academic suitability requirements)

Yes

Student undertakes course with VFH assistance

No

Student not accepted into course

Letter sent outlining reasons for non-acceptance and right to appeal

No

Student undertakes course without VFH assistance

No

No

Student not accepted into course

Letter sent outlining reasons for non-acceptance and right to appeal