

# ADMISSION AND SELECTION POLICY

## 1. Policy Statement

This policy describes the student admission and selection processes to ensure that students are provided with appropriate levels of course information and advice to guide their choice of course. The policy also ensures that The Gordon's selection processes are valid, fair, reliable and transparent. The policy also enables The Gordon to demonstrate it is compliant with State and National regulatory requirements that relate to student selection, eligibility and admission to accredited training programs.

## 2. Scope

This policy applies to all prospective students of The Gordon seeking admission into Training Products offered by The Gordon, including its programs for vocational education and training (VET), Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL).

## 3. Policy Principles

### 3.1 Supporting students to make an informed decision

The Gordon shall ensure that where courses have specific entry requirements these are clearly stated in course information published on its website and in annual Course Guides.

Specific entrance requirements may include:

- Pre-requisites skills, experience, qualifications or units of competency
- Completion of qualifying processes including interviews; presentation of portfolios; and supplementary application forms
- Holding current police or working with children's checks where required by employers or regulatory authorities
- Minimum age requirements where required by a regulatory authority
- Attendance at compulsory information sessions
- Testing of literacy and numeracy or aptitude
- An assessment of physical, mental capability for specific industries
- Completion of specified secondary schooling

The Gordon shall ensure that potential students are provided with access to clear information prior to enrolment regarding the commitment they are entering into. This will include where applicable:

- Fees and charges and the total cost of enrolment
- Eligibility for funding and the impact on future eligibility
- The currency of the training product
- The location and duration of the course.
- Delivery modes and assessment methods
- Work placement arrangements
- Gordon student code of conduct
- Responsibilities in respect to payment of fees and charges

The Gordon shall maintain student support services to provide advice to students prior to and during the application and selection process to ensure that students can make an informed decision regarding:

- Appropriateness of courses for their desired employment or education outcomes
- Services available to support individual learning needs
- Alternate pathways for achieving desired outcomes
- Availability of advanced standing through credit transfer and recognition of prior learning
- Availability of finance payment plans

### 3.2 Supporting students affected by disadvantage

The Gordon is committed to increasing access and equity in education to support increased access of traditionally disadvantage students to employment and life-long learning. To this end, The Gordon's selection and admission processes for courses shall where appropriate:

- Make reasonable adjustment to selection processes to meet the needs of people with disabilities
- Maintain an Aboriginal Education Unit to provide assistance and support to indigenous learners
- Offer part-time enrolments and alternate delivery modes where practical
- Offer financial support to students through access to payment plans
- Offer scholarship programs based on the principles of access and equity
- Offer alternate processes for students who cannot access online applications.

### 3.3 Application Process

Students can apply to enrol in a course at The Gordon through a range of administrative mechanisms including direct application via The Gordon website, or via an Australian Apprenticeship Support Network DELTA interface (trainees and apprentices only).

All applicants must complete a formal application which gathers specific information required under legislation, including unique student identifier, identity and funding eligibility and reporting data. This information is validated and if eligible a statement of fees is generated based on the information provided and the applicant progresses to selection.

### 3.4 Student Selection Process

Student selection will be based on the principles of merit and fairness and will be consistent with published entry requirements.

- Where a course has specific selection criteria and limited places, all students will undergo a formal interview process administered by the course co-ordinator and all applications will be ranked. Offers shall be made on the basis of higher ranked applicants first until all places are filled. Even when all places are not filled, The Gordon is not obliged to offer places to applicants who do not meet the documented selection criteria.
- Where a course has more applicants than positions available, admission will be based on a first formal application received, first offered basis until all places are filled.
- Some courses (eg Nursing) require applicants to have undergone independent testing processes prior to and as part of the course selection process. Applicants must satisfactorily complete any such testing/assessment prior to their application being considered. Details on any external testing needed for a program is listed on The Gordon's website under the course pre-requisites.
- Some programs require a formal interview with applicants that is part of the selection and admission process (eg Nursing, Aged Care, Geelong Technical Education Centre [GTEC]). Details on formal interviews prior to enrolling in a program are listed on The Gordon's website under the course.

### 3.5 Pre-Training Review Process

Prior to admission to an accredited course or qualification, all students will undergo a pre-training review. The pre-training review considers:

- Suitability of the course for that student
- That existing language, literacy and numeracy skills are appropriate for the course
- Prior secondary or tertiary qualifications
- Eligibility for advanced standing through credit transfer or recognition of prior learning
- Establish that learning strategies and materials are appropriate

Part A of the Pre-Training Review Report may be completed online or face to face with an authorised Gordon enrolment officer or teacher. Part B of the Pre-Training Review Report is completed by the authorised officer/teacher. As part of completing Part B applicants may be contacted by The Gordon’s authorised staff to clarify responses or request an applicant to attend an interview prior to enrolment. In some courses (eg Nursing, Community Services, Children Service) there are compulsory interview sessions for all applicants.

The outcome of the pre-training review will be reported to the student and if the student is selected for the course will result in the establishment of an individual study plan which may include referral to alternate learning pathways or relevant support services including study support, disability support or The Gordon’s aboriginal education centre, Kitjarra wurrun-ngeen.

NOTE: As part of the pre-training review for students enrolling in a VET Fee Help Eligible course students are required by Commonwealth legislation to provide a copy of the their Year 12 secondary school certificate issued by a State or Commonwealth education authority; OR satisfactorily attain Level 3 in both reading and numeracy of the Australian Core Skills Framework as determined by the Australian Council of Educational Research’s Core Skills Profile for Adults online tests.

### 3.6 Offer of Enrolment and Admission Process

All successful applicants are sent a formal offer electronically which they must accept via the electronic link provided to be admitted into the course. **The ‘Offer’ is only sent to direct students. This does not occur or apply to Trainees and Apprentices.**

### 3.7 Admission Process

A student study plan is generated with the agreed units of competency to be undertaken in the current enrolment period and the student is notified of their formal admission into the course. Students can then access their confirmed fee information based on their study plan and enrolment eligibility data via eStudent in eCentral.

## 4. Responsibilities / Governance

Position	Responsibility
Board of Studies	Is accountable for ensuring that this policy meets the requirements of the Standards for Registered Training Organisations and is consistent with The Gordon’s obligations in regard to the principles of access and equity
Program Managers	Are responsible for establishing entry requirements, selection criteria and application assessment processes which are consistent with the requirements of relevant regulatory standards (eg ASQA, VRQA, the specific Training Product and this policy).
Course co-ordinators	Are responsible for implementing the student selection process in accordance with this policy and ensuring that all students selected have met any entry requirements specified in the Training Product prior to accepting the student’s application.

Disability Liaison Officers / Student Counsellors

Are responsible for providing advice to, and advocacy for students to support the principles of access and equity for disadvantaged students.

## 5. Key Aligned Internal Documents

*Eligibility and Enrolment Process STS PR 20*  
*Administration of Application and Selection Processes Procedure STS PR 21*  
*Admission of Underage Students RISK PR 18*  
*Advanced Standing (RPL & CT) TED PO 11*  
*Management of Pre-Training Reviews TED PR 21*

## 6. Key Aligned External Documents

*VET Funding Contract (TAFE) – Skills First Program*  
*Standards for Registered Training Organisations (RTOs) 2015*  
*Education Services for Overseas Students (ESOS) Act 2000*  
*Education Services for Overseas Students (ESOS) Regulations 2001*  
*VRQA Guidelines for VET Providers*

## 7. Review and approval

	Position	Area
<b>Author / Reviewer:</b>	Manager Applications and Enrolment	Student Support
<b>Custodian:</b>	Academic Manager	Student Support
<b>Endorsed (if applicable):</b>	Nil	
<b>Ratified (if applicable):</b>	Nil	
<b>Approved Date:</b>	15 June 2015	
<b>Review Schedule:</b>	This policy will be reviewed every 3 years (or earlier as required)	
<b>Last reviewed / updated:</b>	8 August 2017	