

ADMISSION AND SELECTION POLICY

1. Statement of Policy

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
- Testing of literacy and numeracy or aptitude
- An assessment of physical, mental capability for specific industries
- Completion of specified secondary schooling
- Inherent requirements that detail the abilities, knowledge and skills needed to complete the course that must be met by all students.

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
- Recognition of prior studies via credit transfer

The Gordon shall maintain student support services to provide advice and a Pre Enrolment Consultation 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 for 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 and the Institute's legal obligations:

- All courses have an entry requirement that the student's application must demonstrate that the course is both suitable, in that it meets their desired employment or educational outcome, and appropriate based on their prior educational background, and literacy and numeracy skills.
- 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 and completed, 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; 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 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 is completed online as part of an online application or face to face with an authorised Gordon admissions officer via a paper based form where approved. Part B of the Pre-Training Review assessment is completed by the authorised admissions officer. As part of completing Part B applicants may be contacted by The Gordon's admissions officer to clarify responses or request an applicant to attend an interview prior to enrolment. In some courses (eg Nursing,) there may be interview sessions for applicants where the number of candidates who meet the selection criteria exceeds the number of places available.

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 Student Loan Eligible course students are required by Commonwealth legislation to provide a copy of their Year 12 secondary school certificate issued by a State or Commonwealth education authority or evidence that they have completed a Certificate IV or above level; otherwise they will be required to undertake an independent assessment test to ensure they can satisfactorily attain a minimum of ACSF Level 3 in both reading and numeracy. The Gordon may still require an ACSF level higher than 3 which is clearly indicated on the Gordon website.

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 study plan and enrolment eligibility data via eStudent in eCentral.

3.8 VET Student Loan eligible students

For VSL eligible students, the student is academically suited to a course when:

- The provider reasonably believes the student is academically suited [Rules s 80(1)(c)] and
- The student satisfies any entry requirements for the course set out in the provider's procedure [Rules s 80(1)(b)] and
- The student satisfies one of the following requirements:
 - The provider 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 [Rules s 80(2)(a)] or
 - The student is assessed using an approved assessment tool, as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy and the provider reasonably believes that the student displays that competence [Rules s 80(2)(b)] or

The provider obtains a copy of a certificate that a qualification at level 4 or above in the Australian Qualifications Framework (AQF) has been awarded to the student.

- This certificate must be a document issued by a body registered to award the qualification in the AQF in Australia, or
- a letter or certificate issued by a Federal, State or Territory government agency which assesses overseas qualification (or an organisation contracted by such an agency to undertake such assessments), that evidences that the student's qualification has been assessed by that agency (or contracted organisation) and determined to be equivalent or comparable to a qualification in the Australian Qualification Framework at level 4 or above¹, and
 - The course for the qualification to meet this requirement was delivered in English [Rules s 80(2)(c)].

3.9 Credit Transfer

- Consistent with recognition requirements described in the *Standards for Registered Training Organisations (RTOs) 2015* the Gordon shall formally recognise any current Australian Qualifications Framework (AQF) unit, module or qualification issued by a Recognised Training Organisation (RTO). Such credentials shall be recognised via a credit transfer to the student's academic record based upon the presentation and verification of original RTO documents (Academic Statements, Statements of Attainment etc.) or Registrar documents (Authenticated VET Transcript) or an Authenticated VET Transcript issued under the Unique Student Identifiers (USI) scheme; notwithstanding that, a credit transfer result is only covered where the unit(s) is part of an existing Gordon course or qualification or by authorisation of the Program Manager for a listed unit of competency under that qualification and which is within the packaging rules
- The Gordon does not Credit Transfer a full qualification, whether as a result of a combination of credited units from a number of other qualifications or as a result of a full qualification already achieved at another RTO unless the request is part of a referral from the Department of Education and Training for a closed RTO where an Award has not already been issued.
- As a general rule, the maximum component allowed for Credit Transfer in order to obtain a Gordon award will be 60% of a course as measured by the course nominal hours unless the request is part of a referral from the Department of Education and Training for a closed RTO. Students will be required to undertake the final 40% of their course assessment at The Gordon

¹ Each state and territory, except for NSW, has its own Overseas Qualifications Unit that can help Australian citizens and permanent residents to see how their overseas qualification compares in Australia. Information on these Overseas Qualification Units can be found at internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx. For NSW, and for individuals who are not Australian citizens or permanent residents, the Commonwealth Department of Education and Training provides an assessment of overseas qualifications service. Information on this service can be found at internationaleducation.gov.au/Services-And-Resources/services-for-individuals/Pages/Services-for-individuals.aspx.

in order to qualify for a Gordon award. The student must be enrolled at The Gordon at the time the qualification is completed. Students who do not complete 40% of the course through The Gordon will be issued with a Statement of Attainment for the units completed through the Institute and referred back to their original RTO for the issue of an Award.

- The relevant Program Manager may approve the exemption of individual students from complying with the general rule. In determining whether or not a student should be exempted from the general rule, the Program Manager must consider the students situation, the policies and procedures governing awards at any other RTO at which the student undertook the majority of previous study and the ability of the student to return to the original RTO to have their award issued.
- Before providing credit on the basis of a Statement of Attainment or Record of Results, a Gordon staff member must either sight and retain a copy of the original AQF document held by the applicant, or be provided with an authenticated copy. The authenticity of any document provided as evidence for Advanced Standing – Credit Transfer, may be validated with the issuing Registered Training Provider using the contact information provided on training.gov.au.

3.9.1 Credit Transfer into the Diploma of Nursing

Additional considerations apply to applications for credit transfer into the Diploma of Nursing. Applicants for credit transfer must:

1. Hold the **current** unit of competency as published on training.gov.au, and
2. If the unit commences with the code HLTENN, the issuing RTO must have been accredited with the NMBA at the time the unit was undertaken.

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
Heads of Centre / 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).
Admissions Office	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

Student Eligibility Declaration Confirmation – alternate offer STS FO 22.01

Eligibility and Enrolment Process Procedure STS PR 20

Administration of Application and Selection Processes Procedure STS PR 21

Management of Pre-Training Reviews STS PR 23

Admission of Underage Students RISK PR 18

Recognition of Prior Learning (RPL) Procedure TED PR 13

Credit Transfer (CT) STS PR 24

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

VET Student Loan Manual for Providers

7. Review and approval

	Position	Area
Author / Reviewer:	Admission and Enrolment Services Manager	Student Administration
Custodian:	Head	Student Administration
Endorsed (if applicable):	Board of Studies	
Ratified (if applicable):		
Review Schedule:	This policy will be reviewed every 3 years (or earlier as required)	
Last reviewed / updated:	13 May 2020	