

Student Selection and Admissions Policy and Procedures

POLICY

Purpose

This policy is in place to ensure that all individuals who gain entry into Nationally Recognised Training (NRT) with Open Colleges School of Health (the School) have the appropriate skills and abilities they require to be successful in their studies.

The School embraces flexibility and equal opportunity, encouraging people to apply for enrolment without fear of discrimination.

The School's Student Selection and Admissions Policy and Procedure ensures we meet obligations in accordance with:

- the Standards for Registered Training Organisations (RTOs) 2015 (*the Standards*) in particular, Standard 5.1; and
- the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (*the National Code*) in particular Standard 2.2.

Conduct of School staff

School staff must conduct themselves with integrity and honesty. All School communications must comply with Australian Law and all applicable education legislation, especially those which regulate the treatment of students both domestic and international.

Scope

This policy and procedures apply to both student selection and admissions for both domestic and international students of the School.

Definitions

The term “Student Support” is used throughout this document. The primary role that carries out this function is the Student Support Officer (SSO) at each campus.

Student Selection

Selection at the School is carried out in an ethical and responsible manner, which encourages individuals to apply for enrolment without fear of discrimination. The School is committed to ensuring the student selection process is fair, equitable and consistent and this Policy and Procedures outlines the steps and responsibilities necessary to achieve this.

Each of our courses has specific entry and student selection criteria. Entry criteria and specific course information are published on our website for the information of students and persons seeking to enrol. Students will be selected on merit based on the published criteria.

Entry requirements are in accordance with equal opportunity regulations in Australia. We will ensure that throughout the process of selection and admission, applicants are treated fairly, courteously and expeditiously.

All courses require applicants to undertake the following as a minimum prior to being accepted into a course:

- Read the relevant Course Guide
- Read the relevant Student Handbook and the School's Policies and Procedures as outlined in that Student Handbook
- Complete any identified Language, Literacy and Numeracy (LLN) and/or English Proficiency testing as required
- If required, complete an interview with an Authorised Representative of the School.
- Complete and submit all necessary enrolment documentation, including supporting evidence as outlined in the Application for Enrolment.

Student Admissions and Enrolment

Applications which progress through to Student Admissions and Enrolment process for our training products will receive a Letter of Offer which includes the terms and conditions of the enrolment, detail of fees payable and payment options and a Student Agreement.

Applicants wishing to accept a Letter of Offer must complete, sign and return the Student Agreement, which includes agreeing to the Terms and Conditions outlined in the Letter of Offer.

For International Applicants the school will follow guidelines in accordance with the Education Services for Overseas Students (ESOS) Act 2000, and the National Code by ensuring all information is recorded on the Provider Registration and International Students Management System (PRISMS) for every overseas student enrolled.

All international students at the School can only be enrolled in full time courses.

Recognition of Prior Learning (RPL) or Credit Transfer (CT)

CT will be granted where recognised units of competency or qualifications have been achieved from Australian RTOs. Evidence of original or certified copies of qualifications and transcripts and/or statements of attainment must be provided.

RPL is achieved through the assessment of evidence provided against elements, performance criteria, underpinning skills and knowledge and the employability skills of the relevant training product.

Where CT or RPL is granted the student is exempt from attending and completing that particular unit/s of competency in order to complete the qualification.

Students who wish to apply for CT or RPL should refer to the **Recognition of Prior Learning and Credit Transfer Policy and Procedure** for information.

International students should be aware that receiving CT or RPL may affect the course cost, course duration and their student visa. Any changes to course enrolment, including course duration will be reported to Home Affairs via PRISMS.

PROCEDURES

Student Selection

Domestic Students

The following course is offered to Domestic Students:

Qualification Code	Qualification Title	Location(s)
HLT54121	Diploma of Nursing	• South Australia – Adelaide Campus • Western Australia- Perth Campus

Criteria for Admission

The entry requirements for the course is detailed in the relevant Course Guide.

All students are required to undertake an LLN assessment to determine they have adequate foundation skills levels to undertake the training.

International Students

The following course is offered to International Students:

Qualification Code	Qualification Title	Location(s)
HLT54121	Diploma of Nursing	• South Australia – Adelaide Campus • Western Australia- Perth Campus

Criteria for Admission

The entry requirements for the course are detailed in the relevant Course Guide. All international students will need to undertake an LLN assessment to determine they have adequate foundation skill levels to undertake the training, as well as demonstrate English Language Proficiency as outlined in the Course Guide.

Student Admissions and Enrolment

Domestic Students Admission and Enrolment Procedure

Application

- All applicants are required to complete the relevant *Application for Enrolment*.

Confirm Admission Criteria

- The Enrolment Consultant will review all applications and supporting documentation to establish the applicant meets minimum entry requirements and has provided all required supporting documentation.

Applicant Interview

- Some of the School's courses require applicants to attend an interview as a step in the Admissions process – this is indicated in the Course Guide.
- Interviews will generally be conducted via videoconferencing or teleconferencing technology, either in a one-on-one or group format. Interviews can also be conducted in person on campus.
- Interviews will be conducted by an Authorised Representative of the School, typically an Enrolment Consultant or Course Coordinator (*the interviewer*).
- The interview process helps the School to ensure all applicants meet the entry requirements for their course. It also allows the applicant to ask questions of the School.
- During the interview, the interviewer will check that the applicant has been provided adequate information regarding:
 - The course details (course duration, contact hours per week etc)
 - Education pathways
 - Training and assessment methods
 - Fee structures and funding options
 - Entry requirements including minimum age, Citizenship, LLN, academic suitability, ELSR (where applicable), BYOD (Bring your own device) and physical fitness
 - Work Placement / Professional Experience Placement requirements including, where applicable, National Criminal History Check, Immunisation requirements, First Aid
 - School requirements
 - School facilities
 - Recognition of other AQF qualifications (if any), RPL and CT opportunities.

The School provides this information on its website and the applicant must have reviewed this via the website or electronic copy as provided by their Enrolment Consultant prior to the interview.

- Based on the interview, the interviewer will make a recommendation to the Course Coordinator on whether the applicant should receive a Letter of Offer. (*NB there will be occasions where the Course Coordinator is the interviewer*).

Letter of Offer

If the Course Coordinator approves the interviewer's recommendation, Student Support will send a Letter of Offer to the applicant within two (2) weeks of their interview. The Letter of Offer will include terms and conditions of enrolment, fee information for the chosen course, a Student Agreement and a Payment Details Form.

To accept the offer the applicant will need to:

- Sign and return the Student Agreement included in the Letter of Offer

- Complete and return the Payment Details Form with preferred payment methods
- Complete and return any applicable documentation to apply for State funding.

Confirmation of Enrolment

If all entry and admission criteria are met and a Student Agreement, completed Payment Details Form, and any other required documentation are received, the student will receive a Confirmation of Enrolment letter.

The Confirmation of Enrolment letter will include the Student ID number and details of the course Orientation session/s.

Orientation

All students attend a Course Orientation session as indicated in the Confirmation of Enrolment letter. Participation in the Course Orientation session is mandatory prior to the commencement of studies.

Tracking Student Progress

The **Course Progress Policy and Procedures** outlines other student progress requirements as well as the conditions and timeframes to which the School is bound to comply for reporting student defaults; the **Deferment, Suspension and Cancellation of Enrolment Policy and Procedures** outlines student-initiated deferment, suspension or cancellation of enrolment and/or School-initiated suspension or cancellation of enrolment.

Student data such as attendance and unit of competency results are tracked and recorded in the School's Student Management System (SMS). Student's individual assessment results are tracked and recorded in the School's Learning Management System (LMS).

International Students Admission and Enrolment Procedure

Application

- All applicants are required to apply via an Education Agent approved by the School. Education Agents are listed on the School's website.
- International applicants need to complete the School's *Application for Enrolment – International Students* form. This can be done either in hard copy or electronically by downloading a copy of the form from the School's website.
- International applicants also need to complete a Genuine Temporary Entrant Assessment and Declaration, also available from the School's website or via its approved Education Agents.
- The form and copies of all required supporting documents will be provided to the School by the approved Education Agent.

Confirm Admission Criteria

- An International Student Recruitment Coordinator (ISRC) will receive all new or changed applications and will determine if they are complete. If the application is deemed incomplete, the ISRC will advise the Education Agent via email.
- Once an Education Agent has submitted the Application for Enrolment the ISRC will review supporting documentation to establish the applicant meets minimum entry requirements and has provided all required supporting documentation.
- If the ISRC is satisfied the applicant meets the entry requirements and has submitted a complete application, the ISRC will organise for a videoconference interview between the Agent, the ISRC (and other School staff as may be required) and the applicant.

Applicant Interview

- The interview process helps the School to ensure all applicants meet the entry requirements for their course. It also allows the applicant to ask questions of the School.
- During the interview, the ISRC will check that the applicant has been provided adequate information regarding:
 - The course details (course duration, contact hours per week etc)
 - Education pathways
 - Training and assessment methods
 - Fee structures
 - School requirements
 - School facilities
 - Recognition of other AQF qualifications (if any), RPL and CT opportunities
 - Student welcome and counselling services available through the School
 - Legislative and regulatory education guidelines and requirements
 - General information about living and studying in Australia, Australian culture and the city of Adelaide or Perth.

The School has this information available on the website and the applicant must have reviewed this via the website or provided hard copy information from their Education Agent prior to the interview.

- Based on the interview, the ISRC will make a recommendation to the Course Coordinator or Academic Director on whether the applicant should receive a Letter of Offer.

Letter of Offer

If the Course Coordinator or Academic Director approves the ISRC's recommendation, the ISRC will send a Letter of Offer to the applicant within two (2) weeks of their interview. The Letter of Offer will include terms and conditions of enrolment, a Student Agreement and an invoice for tuition fees for Study Period 1.

To accept the offer the applicant will need to:

- Sign and return the Student Agreement included in the Letter of Offer
- Provide evidence of suitable Overseas Student Health Cover (OSHC) for the duration of the proposed course
- Pay the tuition fees for Study Period 1.

Confirmation of Enrolment

If all entry and admission criteria are met and a Student Agreement, evidence of OSHC and payment of tuition fees for Study Period 1 are received, the ISRC will initiate a Confirmation of Enrolment (CoE) in PRISMS and submit for authorisation by the Course Coordinator or Academic Director.

The CoE is issued so that the student may commence visa applications.

The School will notify Home Affairs within fourteen (14) days of the details of each accepted student via PRISMS.

Confirmation of Course Commencement

Once the student visa is granted, the ISRC will generate a confirmation of course commencement, including Student ID number, timetable and details of the International Student Welcome program.

The student completes a Pre-departure Checklist and sends to the ISRC.

International Student Welcome

International students will attend an International Student Welcome program prior to the standard Course Orientation for both domestic and international students.

Orientation

All students attend a Course Orientation session as indicated in the Confirmation of Course Commencement letter.

Tracking Student Progress and Default

The **Course Progress Policy and Procedures** outlines other student progress requirements as well as the conditions and timeframes to which the School is bound to comply for reporting student defaults; the **Deferment, Suspension and Cancellation of Enrolment Policy and Procedures** outlines student-initiated deferment, suspension or cancellation of enrolment and/or School-initiated suspension or cancellation of enrolment.

Student data such as attendance and unit of competency results are tracked and recorded in the School's Student Management System (SMS). Student's individual assessment results are tracked and recorded in the School's Learning Management System (LMS).

For International Students, the following student defaults will be reported to the Secretary and the Tuition Protection Service (TPS) will be notified via PRISMS within five (5) business days:

- Student payments are not forthcoming
- Student fails to arrive for their course.

If the School is unable to deliver the nominated course due to unforeseen circumstances, the Secretary and the TPS Director will be notified via PRISMS within three (3) business days.

YourLife Health & Learning Inc t/a **Open Colleges School of Health**

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This Policy and Procedures should be read in conjunction with the following:

- Standards for Registered Training Organisations (RTOs) 2015 – Standard 5
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standard 2
- Course Guide (as applicable)
- Deferment, Suspension and Cancellation of Enrolment Policy and Procedure
- Fees and Refunds Policy for Domestic Students
- Fees and Refunds Policy for International Students
- RPL and CT Policy and Procedure

Date of Origin	October 2011
Last Review Date	August 2023
Next Review Date	August 2025
Version	3.5
Authority	National Operations Manager
Responsibility	All Staff