



Student Selection and Admissions Policy (VET Courses) Policy and Procedure

1 Overview

Purpose

EQUALS International (Aust) Pty Ltd (EQUALS) upholds the principle that all applicants seeking to enrol are treated fairly, consistently and equitably irrespective of their educational background, entry pathway, mode or place of study.

EQUALS is committed to supporting all individuals in a pathway that ensures the best chance of their success, and to ensuring that admission to its courses is equally available to applicants irrespective of their gender, cultural or linguistic background, or physical or intellectual disability.

All applicants must meet the minimum requirements to be considered for entry into a course.

The policy acknowledges the [Standards for Registered Training Organisations \(RTOs\) 2015](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#). EQUALS seeks to ensure that its current processes are fair and equitable.

Scope

This policy applies to all currently enrolled domestic and international students.

2 Minimum Entry Requirements

- 2.1 Specific course entry requirements are implemented to support this policy and are approved by the Chief Operations Officer (COO).
- 2.2 In addition and where applicable, EQUALS manages student admissions according to its obligations as detailed in its relevant contracts and agreements with government departments, agencies and other organisations.
- 2.3 In order to approve minimum entry requirements, the COO must be satisfied that these:
 - (i) Do not impose unfair or unnecessary barriers or restrictions on applicants;
 - (ii) Meet industry standards;
 - (iii) Support identified industry recruitment policies and priorities;
 - (iv) Are consistent with the requirements of the AQF; and
 - (v) Are consistent with the EQUALS mission and values.
- 2.4 All minimum entry requirements are published on the EQUALS website on individual course/course pages and links to relevant external websites, where applicable.
- 2.5 Where applicable, entry requirements specific to Professional Practice Placements are published on the EQUALS website on individual course/course pages.
- 2.6 Documentation required for consideration of admissions applications is listed on the relevant Student Admission Form.
- 2.7 Meeting minimum entry requirements allows an applicant to be considered for admission; it does not guarantee entry to the nominated course.
- 2.8 In addition to assessment of application forms, EQUALS typically conducts pre-admission interviews with applicants (either face to face, by telephone or by skype or other web-based conferencing application) to ensure applicants are fully informed of course requirements and expectations; to enable

EQUALS Admissions team members to verify application information including evidence that minimum entry requirements are met; and to gather information to assist admission selection.

- 2.9 EQUALS makes every effort to conduct pre-admission interviews with international applicants either by telephone or by Skype or other web-based conference application. Alternatively EQUALS liaises with approved agents as representatives of applicants.
- 2.10 All applicants, irrespective of their nominated entry pathway, are required to support their application through a demonstration of their capacity to meet the academic, ethical and participation demands of their course of choice at interview and, where requested by Admissions staff, through a written statement of purpose.
- 2.11 EQUALS does not accept international applicants under the age of 18.
- 2.12 EQUALS reserve the right to reject applications on the grounds that it would be either in the best interest of EQUALS and/or the student to do so. Admission decisions are made at the sole discretion of EQUALS.

3 Record Keeping

- 3.1 Hard copy admission applications that are declined by EQUALS or refused by the applicant are retained in a secure filing area for thirty (30) days before being securely destroyed.
- 3.2 Admission applications that are accepted by the applicant are retained in a secure filing area and/or electronically for the duration of enrolment and retention requirements in accordance with legislation.

4 Assessment of applications and verification of evidence

- 4.1 All applications for admission to a course will be assessed by an Admissions Advisor.
- 4.2 Applicants who apply to undertake a course of study at EQUALS must submit documentary evidence that demonstrates they meet the published entry requirements of their chosen course. An original or certified copy of documentation must be provided and sighted by the Admissions Advisor.
- 4.3 Qualifications submitted in a language other than English must be accompanied by a certified official translation.
- 4.4 Where there is any doubt about the authenticity of any documentation provided, the Admissions Advisor may correspond with the issuer of the document and make relevant enquiries.
- 4.5 The process for assessing applications is attached as Appendix 1 (domestic) and Appendix 2 (international).

5 Complaints and Appeals

- 5.1 Applicants wishing to appeal an admission decision are directed to access EQUALS' [Grievance Handling Policy and Procedure \(Academic and Non-Academic\)](#).

6 Responsibilities

Compliance, monitoring and review

- Aligns with relevant legislation, government policy and EQUALS values.
- Is implemented and monitored to reflect the changing policy environment and emerging issues identified.
- Is reviewed to evaluate its continuing effectiveness in achieving its purpose and remaining relevant.

7 Definitions

Mature Age Entry: means an applicant is aged 18 years or over at the time of application for admission. Mature age applicants are encouraged.

Terms not defined in this document may be in the [EQUALS Glossary](https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ)
<https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ>

8 Approval and Amendment History

Version	Approved by	Approval Date	Details
15.6	CEO	27/05/2018	Refer archived policy.
16.0	CEO	28/03/2019	Updated overview and terminology, minor updates throughout policy and procedure including edits to responsibilities, definitions, and comprehensive document map and clearer alignment to the appropriate responsible person/body. Change of policy number from 3-19.V.15.6 to current.

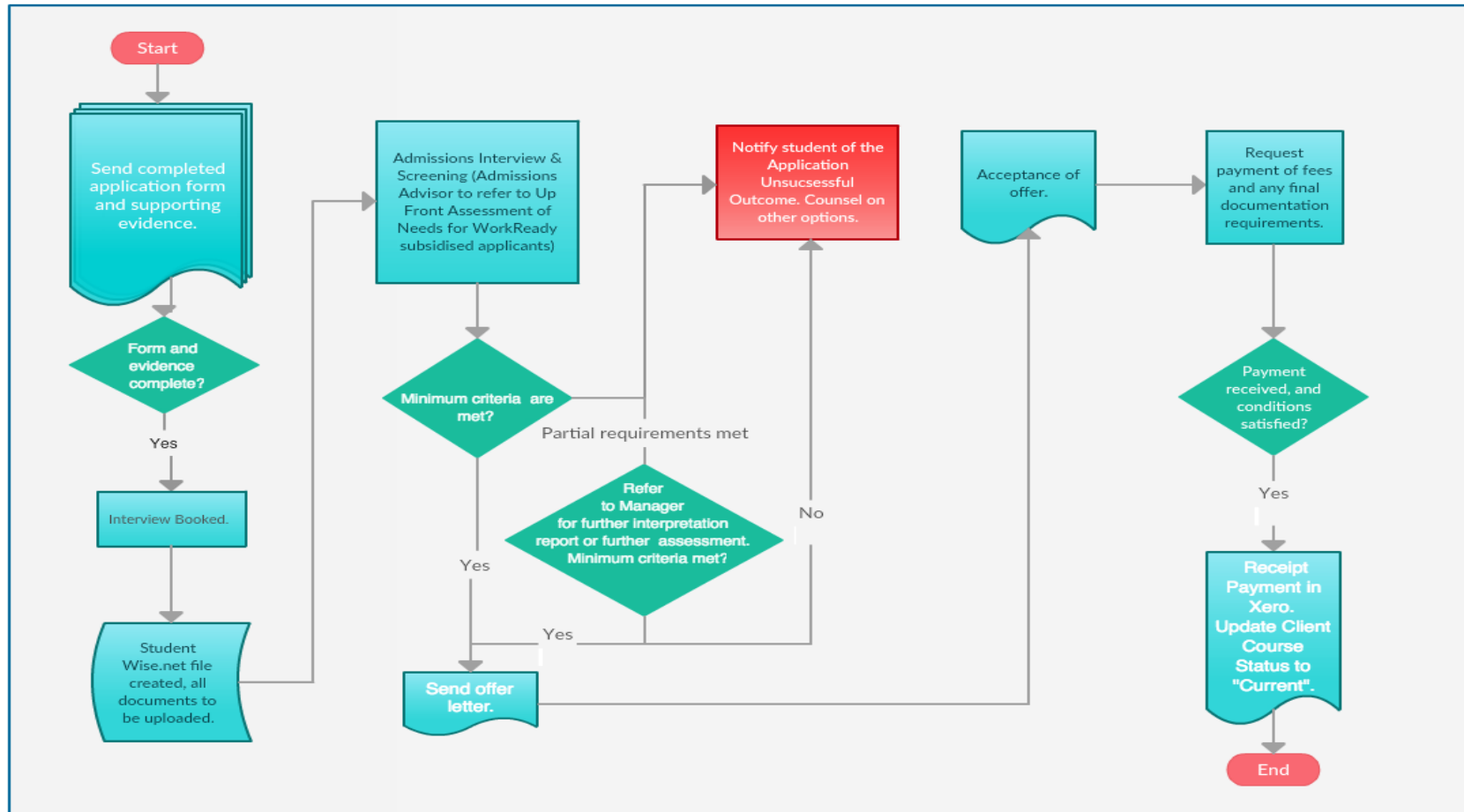


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9 Document Map

Approval Authority:	Executive Management Committee	Advisory Committee for Approval Authority	
Authorised By:	Chief Executive Officer		
Effective from:	28/03/2019		
Next Review Date:	28/03/2022		
File Location:	The current version of this policy can be accessed from the Policy Register (internal users only)		
Relevant Legislation:	Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards for Registered Training Organisations 2015		
Related Documents and/or Registers:	Child Safe Environment Policy & Procedure Discrimination and Equal Opportunity Policy Domestic Application Checklist Form Domestic Student Admission Form EQUALS website course information pages Genuine Temporary Entrant (GTE) Assessment form Governance & Quality Assurance Framework Grievance Handling Policy and Procedure (Academic and Non Academic) International Student Admission Form Language Literacy and Numeracy Policy and Procedure Offer Letters (including Conditional Offer Letters) Offshore International Application Checklist Form Onshore International Application Checklist Form Student Handbook		
Policy Subdivision	<input type="checkbox"/> Corporate or Academic Governance <input type="checkbox"/> Academic Management <input checked="" type="checkbox"/> Operational Management		
Administrator:	Quality Advisor		

Appendix 1: Procedures for assessing a domestic applicant's qualifications, experience and English language proficiency
 Refer to F 124a for a detailed checklist.



Appendix 2: Process for assessing an international application.
 Refer to F 006 (onshore) and F 007 (offshore) for a detailed checklist.

