

Admissions Policy – VET

Policy Code: STU-028 **Version:** 18.0 **Effective Date:** 24 August 2012

Purpose:

The College is committed to ensuring its admissions policies and procedures are fair, transparent and ethical. As a direct entry institution the College has developed a policy framework to assist VET students to be equipped and prepared for study.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, College of Natural Beauty, FIAFitnation and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

Scope:

- All campuses
- Domestic students enrolling in Vocational Education and Training courses (VET)

Policy Statement:

Admission requirements focus on merit and fostering academic success.

1. The College encourages lifelong learning, including formal, informal and non-formal learning. It provides applicants for admission to the College’s programs with the opportunity to have relevant, previous learning considered in their application.
2. The College shall take into account possible educational disadvantage when determining admission requirements.
3. Applicants are admitted by fair, timely, and transparent procedures, on the basis of clearly defined, consistent and equitable processes.
4. Staff involved in the admission process must not divulge to any unauthorised person any information related to an individual student's application or admission

5. The College reserves the right to refuse entry to any applicant based on an individual's inability to meet the educational and financial requirements of the College.
6. Upon admission it is the student's responsibility to make themselves aware of and comply with the College's policies and procedures.

Admission Requirements

The College is a direct entry institution and admission is granted through the normal tertiary process of direct entry. Prospective students may be admitted via direct application.

Qualification Level Requirements

To support a successful study experience with the College, applicants are required to meet the following entry requirements for differing Australian Qualifications Framework level qualifications:

Certificate III

The applicant should:

- Have completed Australian Year 10 or equivalent and be able to provide evidence of such; OR
- Achieve competency in Exit Level 2 score and working at Level 3 within the Australian Core Skills Framework assessment in Reading and Numeracy; AND
- Show capability to be successful in the course.

Certificate IV

The applicant should:

- Have completed Australian Year 11 or equivalent and be able to provide evidence of such; OR
- Hold a Certificate III; OR
- Achieve competency in Exit Level 3 score and working at Level 4 within the Australian Core Skills Framework assessments in Reading and Numeracy; AND
- Show capability to be successful in the course.

Diploma

The applicant **must**:

- Meet any specified course entry requirements; AND
- Provide a copy of a Senior Secondary Certificate of Education (i.e. a Year 12 qualification); OR

- Achieve competency in Exit Level 3 score and working at Level 4 within the Australian Core Skills Framework assessments in Reading and Numeracy; AND,
- Show capability to be successful in the course.

Advanced Diploma

The applicant **must**:

- Meet any specified course entry requirements, such as completion of a relevant Diploma; AND
- Provide a copy of a Senior Secondary Certificate of Education (i.e. a Year 12 qualification); OR
- Achieve competency in Exit Level 3 score and working at Level 4 within the Australian Core Skills Framework assessments in Reading and Numeracy; AND
- Show that you have the capability to be successful in the course.

For further details regarding Exit Level scores within the Australian Core Skills Framework see [Language, Literacy and Numeracy Policy - VET](#).

Other Entry Requirements

In addition to the qualification level requirements above, applicants are required to meet the following entry requirements:

1. All applicants must supply the College with a Unique Student Identifier (USI) should their enrolment be successful. As a student who is about to commence nationally recognised training (Vocational Education and Training – VET) in Australia, **you will be required to obtain a Unique Student Identifier (USI)**. Your USI links to an online account which contains all records of training and results that you will have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account. When applying for a job or enrolling in further study, you may need to provide your training records and results. From 1 January 2015 the College as a Registered Training Organisation (RTO) cannot issue any formal documentation such as your Academic Record or your Testamur once you have completed your award, or a Statement of Attainment throughout your study, until you have provided us with a USI. This means that **you will not be able to receive any formal documentation to confirm your study if you do not have a USI**. Details on how to obtain a USI if you do not have one will be provided on enrolment. There are some exceptions to USI requirement, please refer to [Unique Student Identifier Policy - VET](#).

2. All applicants must attend a final admissions interview upon submission of their enrolment paper work. During the admissions process an applicant may be provided with additional online study skills to support the applicants successful study journey.
3. All applicants for whom English is not the primary language must have an academic IELTS score of 6.0 for Certificate IV, Diploma and Advanced Diploma qualifications and 5.0 for enrolment into a Certificate II and Certificate III qualification. This level has been set to ensure the student will have the ability to successfully engage with course materials and teaching staff. Refer to the [English Proficiency Policy - VET](#) for details. At the discretion of the College, prospective students may be required to undertake an assessment of English language at their own cost and achieve a result at least equivalent to:

Certificate IV, Diploma & Advanced Diploma qualification:

- IELTS 6.0 (overall score)
- Cambridge English: First (FCE 169-175)
- Pearson (PTE) Academic Score of 52 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 537
- Internet based (iBT) TOEFL score of 79.

Certificate II and Certificate III

- IELTS 5.0
 - Cambridge English: First (FCE 154-161)
 - Pearson (PTE) Academic Score of 40 (overall score)
 - Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 500
 - Internet based (iBT) TOEFL score of 61.
4. Successful admission into some VET courses offered by the College requires evidence of successful completion of a pre-requisite qualification. See the Re-enrolment and Pre-requisites section for further information.
 5. All applicants must meet minimum computer literacy standards as determined by the College (see Definitions in this document) and have unrestricted access to the internet and a personal email account.
 6. Domestic applicants aged under 18 years at the time of application must turn 18 in their first enrolled trimester of study or within 6 months of acceptance into the course. Prospective students under the age of 18 must have their enrolment paper work witnessed by a parent or guardian. International students must be 18 years of

age or older on arrival to Australia to be eligible for admission. The College of Natural Beauty will take students under 18 years of age under the following circumstances:

- a) Attendance at an interview with parent or guardian
- b) Co-signed Enrolment applications and study plan.

See the [Conferral of Awards Policy - VET](#).

7. First Aid – all applicants who will be enrolling in a course at Endeavour College of Natural Health or FIAFitnation which include practicum requirements must be aware of the requirement to hold a current recognised First Aid Certificate (including resuscitation) prior to commencing their first client contact session, and maintain its currency throughout the remainder of their course of study. This First Aid qualification is to be at the level of the Unit of Competency HLTAID003 (Provide First Aid) for Endeavour College of Natural Health courses and FIAFitnation Certificate courses, or HLTAID006 (Provide Advanced First Aid) for FIAFitnation Diploma courses. Other qualifications may be considered equivalent to the required competency (e.g.: Senior First Aid, Level II First Aid, Australian Red Cross Intermediate First Aid) and any applicant should discuss this with their Admissions Adviser.
8. Working with Children – As outlined in the [Working with Children Checks Policy](#), where students are enrolled in a qualification that includes a practicum component, there will likely be instances requiring them to practice on children. As such, a successful Working with Children Check (WWC) or its equivalent is a condition of enrolment for these courses and must be submitted to the College and maintained for the period of a student's enrolment with the College (each State / Territory differs slightly in its legislative requirements; see Working with Children Checks Policy for WWC requirements by jurisdiction). VET students must supply their WWC Check prior to commencement of Week 6 of their first teaching period with the College (i.e.: prior to Week 6 of their first trimester).

To allow appropriate time for processing (up to 6 weeks), students should submit their application for a WWC Check immediately on notification of enrolment at the College being successful.

In some instances, WWC Checks (particularly those for international students) may take longer to receive than the timeframes stated above. In these instances,

students will be required to provide evidence that their WWC Check application has been submitted well in advance of the due date, and they will not be permitted to practice on children until such a time as their successful WWC Check is received by the College.

Students who are not able to produce or maintain a successful WWC Check will not be able to complete any qualification at the College that has a practicum component requiring them to be able to practice on children. In these instances, the student is unable to meet the requirements for course completion and the College will immediately cancel their enrolment in the course. The provisions of the [Fees Policy - VET](#) will apply.

9. It is the responsibility of all students admitted to College courses to acquire the required text books, training tools and resources required to fully participate on campus and / or in online units of study.
10. In the normal admissions process, it may be determined that applicants are potentially unequipped for successful study at the College because they do not meet all or some of the Admissions Requirements. The process for managing an applicant in this circumstance is outlined in the [Admissions Procedure - VET](#).

Refusal and Exclusion

The College reserves the right to refuse admission of a prospective student based on the following criteria:

1. The applicant demonstrates behaviours that do not meet the standards set out in the [Student Code of Conduct - VET](#).
2. The applicant does not meet the minimum entry requirements, conditional course requirements (i.e. does not pass a Working with Children Check), or ongoing course requirements, and is not prepared to pursue the advice provided by the College to gain additional knowledge prior to commencing study.
3. Serious financial, personal or health issues that will affect the student's ability to meet study requirements or to continue in the relevant award and thereby achieve the outcomes of the course despite assistance such as the [Access and Equity Program](#) or [Special Circumstances Policy - VET](#).
4. Applicants deemed unequipped to enrol may be referred to other educational institutions to seek additional learning prior to reapplying to the College.

Applicants may not apply for admission to the College during a period of exclusion from any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details of the exclusion penalties that were applied with their application. Applicants who have met the admissions requirements but who have been excluded previously from a course, at the College or at another tertiary institution, must demonstrate that they have an improved likelihood of success in the course for which they are applying.

Applicants who have been excluded for misconduct from the College or any other tertiary institution must show cause by providing a statement outlining why they should be considered for readmission.

Grievance Policy - VET

Should a prospective student be refused entry or disagree with any of the terms of conditions of enrolment or wish to appeal any decision, the applicant can lodge a formal Grievance through the [Grievance Policy – VET](#) for consideration.

Provisional Admission or Enrolment

Applicants may be admitted to a Vocational Education and Training (VET) course on a provisional basis if:

1. They are being admitted under an Educational Access or Special Admissions Scheme.
2. They have a record of *Not Yet Competent* at the College or another tertiary institution.
3. They have been admitted under the general authority accorded to College Council.
4. They are seeking Advanced Standing / Credit Transfer in a specific course and therefore undertake the assessment process relating to this.

A student who has been admitted to a course on a provisional basis due to academic performance must have their academic progress reviewed at the end of one trimester or teaching period of enrolment. If progress is considered unsatisfactory, the provisional admission will be withdrawn and the student will not be permitted to enrol in that course.

Non Award Study

Applicants may enrol in miscellaneous units of study (as general interest study); however, the College's entry requirements still apply.

The maximum amount of general interest study allowed by any one student in a VET course will be two (2) units of study.

If after exhausting their allocation of general interest studies, students wish to continue their enrolment with the College, students must enrol in an award course. However general interest study enrolment **does not** guarantee a direct pathway into an award course. If the student plans to apply for entry into an award course with advanced standing (credit) for general interest studies at the College:

1. The student must successfully complete and pass all required assessment items in the general interest subject / unit of study; and
2. An application for enrolment into the award must be received through the Educational Pathways process.

Study Load

Students may request to study full-time or part-time. When making a decision on an application to vary study load the College may consider the following :

1. Maximum Course Duration
2. Currency of Competency
3. Course specific requirements
4. Regulatory requirements.

In order to ensure appropriate course progression, applicants who are enrolled in a VET course must meet a minimum part time study load of at least 50% of a full time study load for units of study attributed to any given trimester or teaching period of study (thus allowing for online study intakes). The number contact hours making up this load will vary depending on course of enrolment; the full time load for each course is clearly defined on the publicised course structure.

At times it may be necessary for the College to set rules for courses that fall outside of the standard course enrolment requirements. In those instances, the rules will be documented and advised to students. For instance, a course that is available for full-time enrolment only will require students to enrol in 100% of a full-time load (excepting if they have received advanced standing). Similarly, if the College decides to discontinue a course, students must adhere to the documented teach-out or transition plan or they will be identified as 'at risk' and may be excluded from the course.

Intake Quotas

The College reserves the right to impose intake quotas on any course or unit of study. The College reserves the right to cancel an intake into a course if insufficient students are admitted, and / or to reallocate enrolled students to alternative delivery modes for the same unit of study such as an online intake. Refer to the [Course and Training Package Viability Policy - VET](#) for further information.

Campus Course Offerings

The College reserves the right to schedule and promote intakes for approved courses at selected campuses where it is best resourced to do so. Approval for delivery of a specific course in any given jurisdiction does not automatically guarantee enrolments will be taken.

Fee Payment

Students who do not pay fees as required will have their enrolment suspended and reviewed by Student Services.

1. Students must pay all enrolled fees in full prior to the published census date for the relevant intake. Failure to meet the payment deadline will result in suspension from the course until all fees are paid.
2. Students enrolling in all VET qualifications are liable for the full fees post census date. For further information, please refer to the [Fees Policy – VET](#).
3. Students on an approved payment plan offered by the College must meet all agreed payment deadlines. Missed payment may result in suspended enrolment.

Special Circumstances

Should a student be unable to pay their fees as outlined by the [Fees Policy – VET](#) they may be eligible for Special Circumstances. Special Circumstances may include:

5. Medical reasons
6. Family / Personal Reasons
7. Employment related reasons
8. College related reasons

For further information on how to apply for Special Circumstances refer to the policy.

Re-enrolment and pre-requisites

The College will provide all the information that is required for students to ensure they maintain course enrolment, including how to re-enrol in applicable units for the next study period.

Enrolment into some qualifications or units of study may be subject to the regulatory, qualification pre-requisites or unit of study pre-requisites which are required to be achieved prior to enrolment to ensure the underpinning knowledge has been obtained.

For entry into courses with pre-requisite qualification requirements, the qualification held by the applicant being used to satisfy the pre-requisite requirements for entry into the next course must be the current training package or the immediate previous version of the training package, and must have been awarded within the past 3 years. If the qualification was awarded more than 3 years ago but is still one of the relevant training packages (as above), the applicant must demonstrate ongoing membership of a relevant professional association since acquisition of the award to demonstrate currency of competency in this field. Awards currently offered by the College that require successful completion of pre-requisite qualifications before enrolment are:

Course at the College	Required Pre-requisite
Certificate IV in Fitness	Certificate III in Fitness
Diploma of Fitness	Certificate IV in Fitness and 1 + year working in Industry
Diploma of Nutrition and Dietetics for Personal Trainers	Certificate IV in Fitness

Course Duration

Students must complete their course within a specified timeframe (refer to [Academic Progression Policy - VET](#)). Students may apply for an extension to course duration. This request is to be made via the Quality Feedback Monitor (accessed through the student portal) and will be considered by the relevant Director / General Manager for the College, in consultation with the Director Student Retention and Systems. When making a decision to extend course duration the College will consider:

9. Compassionate or compelling circumstances
10. Availability of courses / units of study
11. How the student will undertake and complete the course with a reasonable chance of success
12. Regulatory requirements.

Admissions Standards

Admission standards will be monitored on a yearly basis, and management will undertake adjustments to standards where required.

All decisions relating to Admissions and the scope of this policy are the responsibility of the Director, Admissions and Marketing through the Office of the CEO and governed by the ACNM Board.

Related Procedures:

[Admissions Procedure - VET](#)

[Language Literacy and Numeracy Procedure - VET](#)

Definitions:

Census Date: is the official count of the student population for each study period in each course and unit of study.

The College's *census* date is the *4th Friday after each agreed starting day* for a course, which means the 4th Friday after the day on which the course was scheduled and advertised to start.

Computer Literacy Standards are the computer skills required to engage in study and student life at the College. The minimum standard includes the student being able to:

- organise work files in directories or computer files
- make, save, and find files
- use the internet to find information and send emails
- open and save attachments
- use simple text skills such as typing, formatting and printing
- resolve minor application problems

Unequipped student is a prospective student who has not demonstrated theoretical or practical knowledge in core disciplines prior to being admitted to the College and who may not meet all or some of the Admissions Requirements.

Provisional enrolment means an applicant who has been offered admission to an award course on the basis of his / her completion of study skills courses or additional requirements

advised by the College prior to the commencement of the award course.

Admissions centre is the College's administrative support unit tasked with supporting prospective students to be admitted to the College's award courses and qualifications.

Direct Entry means that prospective students may apply for enrolment in offered courses through direct contact with the College or institution. This is not reliant upon an Australian Tertiary Admissions Rank (ATAR) or Overall Position (OP) and therefore application is not required via a Tertiary Admissions Centre.

IELTS is the International English Language Testing System and is a language requirement for entry to all courses in further and higher education where teaching is conducted in English. IELTS General Training module is suitable for candidates who are migrating to English-speaking countries or going to English-speaking countries to complete their secondary education or undertake training programs.

Pearson Academic Score is assigned to an applicant who completes the Pearson Academic Test and indicates proficiency in the English language.

Student / Learner is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Study Skills course means a short online course designed to provide applicants to the College with additional foundation knowledge in core disciplines such as biology and study skills.

Further Information:

Related Policies: [Academic Progression Policy - VET](#)
 [Conferral of Awards Policy - VET](#)

[Course and Training Package Viability Policy - VET](#)

[Fees Policy - VET](#)

[Grievance Policy – VET](#)

[Language, Literacy and Numeracy Policy - VET](#)

[Educational Pathways Policy – VET](#)

[English Proficiency Policy - VET](#)

[Special Circumstances Policy - VET](#)

[Student Code of Conduct - VET](#)

[Unique Student Identifier Policy - VET](#)

[Working with Children Checks Policy](#)

Benchmarking: Australian College of Physical Education
Swinburne University
TAFE South Australia

**Supporting Research
and Analysis:** Not applicable

Related Documents: [Access and Equity Program](#)

Related Legislation: Department of Education and Training
Overview: Changes to the VET FEE-HELP Loan Scheme from
January 2016. Dec 2015.

Guidelines: Not applicable

Policy Author:	Head of Sales and Marketing, Higher Education
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Responsibilities for Implementation:	<ul style="list-style-type: none"> • Head of Sales and Marketing, Higher Education • Enrolment Advisers
Key Stakeholders:	<ul style="list-style-type: none"> • Director of Education • Head of Sales and Marketing, Higher Education • Enrolment Advisers • Director of Student Services and Retention • All prospective students

Version History			
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0.1	13Oct11	R Tatnell	New draft to supersede B1: Pre-Enrolment Entry Requirements
0.2	22Jul12	D Hoey	Document review to meet industry standards
0.3	23Jul12	S Englart	Placed into policy template and formatted
0.4	24Jul12	D Hoey	Recommended by Academic Board Executive
1.0	24Aug12		Approved by College Council
1.1	20Sep12	D Hoey	Amendments as requested by College Council 24Aug12
1.2	12Oct12	L Sharkey	Minor edits by compliance
1.3	5Nov12	D Hoey	Final edits for review by compliance
1.0	21July13	C Smalbil	College changed to new version control system within Sharepoint (refer to The Source for further version history).