

Selection and Admissions

Procedure

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Procedure owner:	Manager Admissions and Customer Experience
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Related policies and documents:	Eligibility Assessment for a Victorian VET Government Subsidised Place procedure; Fees, Charges and Refunds Policy; Pre-Training Review Policy; Selection and Admissions Policy; Student Academic and Non-Academic Grievance /Complaints Policy;

Purpose

To ensure that there is a clear, concise and consistent outline of procedures for all matters relating to the selection and admission of domestic applicants to courses of study at William Angliss Institute (WAI). This procedure is not applicable to applications for Higher Degrees by Research.

Procedure

Application pathways

- Applications for admission to courses of study at WAI may be made:
 - By direct application to WAI via the approved form(s), either from the applicant or their agent.
 - Through Tertiary Admissions Centres such as VTAC or other externally managed batched process such as EPSILON for apprenticeships and traineeship programs.
- Applications can be submitted any time before the next expected delivery period

Responsibilities

The Associate Director Student Recruitment and Services and authorised staff are responsible for the management of applications and admissions to the following courses of study:

- Short Courses and Skillsets
- Victorian Certificate of Applied Learning (VCAL)
- VET in schools (VETis)
- Certificate I - IV
- Diploma
- Advanced Diploma
- Associate Degree
- Bachelor
- Post graduate degrees by coursework

- Authorised admissions staff will include the Admissions and Information Centre team, Contact Centre, Department Officers (Selection), Student Management Coordinators, and other staff who have been designated by the relevant teaching department manager, as having responsibility for the management of applications and admissions.
- The authorised staff members will be responsible for following-up with applicants who submit incomplete applications, to ensure all applicants maximise their chance to submit a successful application.
- Department Officers (Selection) are responsible for ensuring that entry criteria and selection assessment rubrics are created, maintained, and updated, and are compliant with any relevant external regulation or legislation.
- The Admissions and Information Centre team can perform preliminary assessment of applications against entry criteria and rubrics for Victorian VET students, and will provide this information to the relevant Department Officer (Selection).
- The Information Centre Supervisor is authorised to exit applicants who have submitted complete applications, but who do not meet the minimum selection criteria. These students will be directed to the Future Students' team to determine if there is another course that might be more suitable.
- In circumstances where the Admissions and Information Officers have been authorised by the Director Education to do so, selection and offer can be actioned immediately in accordance with the approved course rubric. Department Officers (Selection) assess applications against entry criteria and requirements for courses of study in their department.
- Selection decisions are made by the Department Officers (Selection) for the department responsible for the delivery of courses of study or the Institute's nominated officer. The selection decision will be communicated to the relevant administrators, who will be responsible for communication of the selection outcome to the applicant.
- The VTAC Liaison Officer (VLO) and VTAC Selection Officers shall carry out managing Selection and Admissions through VTAC under instruction from the Department Officer (Selection), in accordance with VTAC rules and procedures.
- The VTAC Liaison Officer (VLO) and VTAC Selection Officers must ensure that any student who applies both directly to WAI, and via VTAC, is managed solely through the VTAC system until such time that WAI is no longer participating in VTAC simulations.
- The VTAC Liaison Officer is responsible for ensuring that all courses participating in VTAC simulations have places available for VTAC applicants.
- The Marketing department coordinate the publication of course entry requirements and other selection and admission information in accordance with relevant internal and external requirements (e.g. VTAC).
- When applicable, the Director Education with the Associate Director Student Recruitment, and Services will be responsible for establishing the targets for each course and intake, and will ultimately decide when offers will cease for a given course/intake. This will be communicated to all relevant authorised admissions staff. Any students selected by the Department Officers (Selection) after this point, will be sent an offer for a future intake.
- All staff involved in selection must disclose where there may be a conflict of interest in accordance with the Conflict of Interest Policy and Procedure.

Selection process

- Irrespective of admission pathway, all applicants must be able to demonstrate that they have met the entry requirements for the course of study to which they are applying.
- All course-specific entry requirements must be documented and made available to any applicants who are seeking to apply for admission to a course. These can be found at <https://www.angliss.edu.au/future-students/how-to-apply>
- Refer to the Higher Education Domestic Admission Assessment Schedule (Appendix 1) for entry requirements and criteria for Higher Education courses at WAI.
- Eligibility for a VET government subsidised place in Victoria will be assessed based on the Eligibility Assessment for a Victorian VET Government Subsidised Place procedure.
- If an applicant is eligible for selection, but has previously been excluded from study at a tertiary institution, Department Officers (Selection) will consider a number of factors when deciding whether to admit the applicant, including the:
 - Available reasons for the exclusion.
 - Academic performance in the program from which the applicant was excluded, or any other tertiary study or secondary school results.
 - Relevance of the program from which the applicant was excluded, to the program being applied for.
 - Extent to which the applicant has addressed the reasons for the exclusion.
- A previous exclusion on the grounds of academic progress is only one factor that affects selection, and this fact cannot be used in isolation, to summarily dismiss, or disqualify an applicant from the program.

Selection outcomes

- All completed applications will receive a formal notification of the outcome of the selection process. The outcome is to make:
 - An unconditional offer.
 - A conditional offer.
 - No offer.
- WAI will adhere to official admission centre timelines e.g. Tertiary Admission Centres
- All other selection outcomes are reported in a timely manner to allow for the completion of the selection and admission process for the next delivery period.
- Information provided by formal notification will include:
 - Instructions to accept, decline or defer the Offer.
 - Any conditions and date by which conditions must be met to accept the Offer.
 - The process to review or appeal a condition, or the decision to not make an Offer.
- A Letter of Offer will include:
 - Student ID.
 - Course of study.
 - Campus.
 - Assessed liability category.
 - Study load.
 - Attendance mode (where there are different options e.g. on campus/online).
 - Any conditions of enrolment and participation particular to the course of study.

- Successful applicants will also receive correspondence which informs them of:
 - How to apply for recognition of prior learning and advanced standing.
 - Published fees and charges.
 - Published census dates, or other important dates.
 - Instructions on how to change study load (where relevant).
- If an offer for admission is not accepted before the relevant enrolment deadline stated in the offer letter, the offer will lapse and a new application may be required.
- WAI reserves the right to withdraw a letter of offer if the offer:
 - Was made on the basis of incomplete, inaccurate or fraudulent information supplied by the applicant or a certifying authority,
 - Would be contrary to Australian law.

Cancellation of Program

- In the event a course is cancelled, discontinued, or a course offering will not be run, marketing will be responsible for removing any online references to that course offering.
- Where applications have already been received, or offers already made for a course of study which is later cancelled, each applicant who has not been exited from the process, will receive information related to:
 - the fact the program has been cancelled and any reason(s) for the program cancellation.
- alternative programs, or intakes, for which the applicants will be invited to apply, or for applicants who had already been offered, an offer for the alternative program or intake. WAI may refuse admission on the grounds specified in the Selection and Admission policy.

Review and appeal of decisions

- An applicant has the right to review and appeal selection and admission decisions in accordance with the Student Academic and Non-Academic Grievance/Complaints Policy and Procedure.