

Selection and Admissions

Policy

Code and version control:	SRS003/23-07-2020
Policy owner :	Associate Director Student Recruitment and Services
Date approved by CEO:	23 July 2020
Scheduled review date:	23 July 2023
Related policies and documents:	Enrolment Policy Fees, Charges and Refunds Policy Pre-Training Review Policy International Student Admission Procedure Selection and Admissions Procedure

Purpose

To ensure that there is a clear and consistent approach for all prospective students wishing to study at William Angliss Institute (WAI).

Coverage

This policy applies to prospective students (applicants) and staff who are associated with selection and admission decisions.

Policy

- Ensure selection decisions and course entry arrangements are effectively coordinated and conducted in a fair, consistent, transparent and timely manner.
- Selection decisions to study at WAI will:
 - Assess the applicant as appropriate to the intended course of study guided by the Australian Qualifications Framework (AQF) and the applicants' capability to undertake successful progress to completion.
 - Enable participation of underrepresented equity groups.
- It is the applicant's responsibility to provide information requested by WAI to enable a selection assessment, and to meet all statutory, regulatory and contractual obligations in the delivery of education and training.
- All applications should be signed by the applicant – (electronic signatures using approved digital software are accepted in line with the Electronic Transaction Act 1999).
- WAI will publish selection criteria for each course of study and clear instruction on the application process including pathways, timing of applications and requests for review and appeals of decisions.
- Once the selection decision is made, offers for admission will be made by an officer of WAI expressly authorised to do so by the CEO, or third party acting on behalf of the CEO, e.g. a Tertiary Admission Centre.
- Offers for admission to a course of study at WAI must be in writing and shall contain:
 - All relevant information particular to that course of study to enable the applicant to make an informed decision.
 - Instructions to accept the offer in accordance with current legislation and WAI regulations.
- Applicants may request a review and appeal any decision in relation to selections and admissions.

Definitions

- **Admission** – the process of admitting a successful applicant to a course of study after the applicant has accepted an offer for the course of study.
- **Admissions and Information Centre team** – refers to the Information Centre Supervisor and their direct reports, who are based at the Victorian campus of WAI.
- **Applicant** – A person who has submitted an application to gain entry into a course/unit of study. An applicant becomes a student upon enrolment.
- **Australian Tertiary Admission Rank (ATAR)** – a ranking from 30 (lowest) to 99.95 (highest) agreed by the Council of Australian Governments (COAG) as a nationally equivalent measure of a person’s relative academic ranking within their peer cohort in the year they graduated from secondary school. The ATAR is derived from the scaled scores achieved for senior secondary school subjects. The specific calculation used is different in each state and territory but the result is designed to be nationally equivalent.
- **ATAR related adjustment factors** – considerations such as equity or subject ‘bonus points’ or lowered ATAR thresholds that may be taken into account to adjust the effective selection rank of an applicant.
- **Department Officer (Selection)** – a person who by nature of their role, or as delegated by the CEO, is authorised to make selection decisions on behalf of WAI for course offerings under their immediate control, or ownership. This includes: Program Leaders, Program Coordinators, State Training and Administration Coordinators, as well as the relevant teaching Centre Manager.
- **Direct Applications** – applications for a course of study received directly from applicants, or via an authorised agent, as opposed to those received through a Tertiary Admission Centre, EPSILON, or other externally managed process.
- **Electronic Signatures** - Electronic signature laws were established in Australia in 1999 by [the Electronic Transactions Act](#). According to the law, almost all documents can be signed using eSignatures. Simply put, there is a minimum set of requirements and very clear enforceability for eSignature in Australia.
<https://www.legislation.gov.au/Details/C2005C00484>
- **EPSILON** – The database administered by the Victorian Registration & Qualifications Authority (VRQA), or any replacement system, that is used to register apprenticeships and traineeships in Victoria, and which interfaces with WAI’s Student Management System (SMS) for the admission of apprentices and trainees to WAI.
- **Equity Groups** – may be specified by legislation or established tradition and will include anyone who may be underrepresented, or has experienced disadvantage. Specific consideration is given to Aboriginal and Torres Strait Islander peoples.
- **Guaranteed Entry ATAR** - is the ATAR at, or above which, all applicants who apply for that course of study are guaranteed to be offered a place.
- **Lowest ATAR to which an offer was made** – the lowest raw or unadjusted ATAR of an applicant to which an offer for a course of study was made.
- **Selection** – the process of assessing applications to determine if applicants meet the requirements for admission, and whether the applicant is offered a place in the course of study.
- **Selection Officers** – WAI staff member(s) with delegated authority to select applicants to be offered a place in a course of study.
- **TAC** – a Tertiary Admissions Centre processes applications and offers for tertiary courses, on behalf of its member institutes (universities, TAFEs and other tertiary providers), e.g. the Victorian Tertiary Admissions Centre (VTAC).

Legislative and/or Institute Management Context

This policy enables WAI to comply with regulatory and management instruments including but not limited to:

- Admissions Transparency Implementation Plan
- Education Services for Overseas Students Act 2000 (Clth)
- Higher Education Support Act (HESA) 2003 (Clth) and associated Administration Guidelines
- Higher Education Standards Framework (Threshold Standards) 2015
- Higher Education Administrative Information for Providers 2015
- VET Administrative Information for Providers 2015
- Provider Registration and International Student Management System (PRISMS) User Guide For CRICOS Administrators 2017
- VET Funding Contracts and associated guidelines
- VET Quality Framework
- Victorian Tertiary Admissions Centre (VTAC) Agreement and associated documents

Non-compliance with Policy

Established breaches of the Policy and any associated procedures will be met with disciplinary action and may result in dismissal.

HIGHER EDUCATION DOMESTIC ADMISSION ASSESSMENT SCHEDULE

All applications for undergraduate and post graduate courses at William Angliss Institute (WAI) will be assessed against specified criteria that are provided in advance to prospective students.

UNDERGRADUATE SELECTION

Irrespective of admission pathway, an applicant must achieve 60 eligibility points and meet any additional course specific compulsory criteria to be eligible for admission.

For each course of study for the forthcoming twelve month period, commencing with the first Tertiary Admission Centre (TAC) processed intake of the year, the WAI Executive will set:

- The Guaranteed Entry ATAR (GE).
- Any compulsory course entry requirements.
- Any supplementary documentation applicants are required to provide.

Applicants are advised to provide as much evidence as possible to support their application. This may include transcripts of units or subjects of study, academic awards and certificates, academic letters of reference, detailed résumé, position descriptions, employment references, personal letters of reference, medical certificates, health care card, community recognition and awards and personal statements.

William Angliss Institute may choose to waive any or all entry assessment criteria to allow entry under government direction or other defined circumstances.

Eligibility Criteria	Maximum Eligibility Points
Higher Education study	
Bachelor study Successful completion of 50% of subjects attempted during a formal study period	60
Post graduate study Successful completion of 50% of subjects attempted during a formal study period	60
Vocational Education and Training study	
VET AQF 4 and above	60
VET AQF 3 and below	30
Recent Secondary Education (within the last 2 years)	
GE ATAR	60
GE ATAR less 1%-10%	55
GE ATAR less 10%-20% (exclusive)	40
GE ATAR less 20%	20
<p><i>Applications with year 12 qualifications outside Victoria are assessed in the same as way as Victorian year 12 applicants by using an equivalent ATAR rank provided by VTAC. IB qualifications are assigned an approved notational ATAR by VTAC.)</i></p> <p><i>The only exception to this is for applicants from Queensland where the Overall Position (OP) ranking system is used. The OP rank is used in place of ATAR. Comparison tables for Queensland OP ranks can be found on the Queensland Tertiary Admissions Centre (QTAC) website</i></p>	

Eligibility Criteria	Maximum Eligibility Points
Equity and other considerations	
1. Equity groups	
a) Traditional equity groups ¹	5
b) Aboriginal and Torres Strait Islander	10
2. Special Consideration - SEAS ² (Special Entry Access Scheme)	
a) Category 1 except First in family to attend University	5
b) Category 1 Location	
Low SES - defined as postal areas in the bottom 25% of the population aged 15-64 as classified in SEIFA 2011. ³	10
Under represented schools	5
Regional students - Australian Standard Geographical Classification (ASGC) Remoteness Areas classification <i>http://www.vtac.edu.au/who/seas/categories/category1.html</i>	10
c) Category 2 Disadvantaged financial background	10
d) Category 3 Disability or medical condition	10
e) Category 4 Difficult circumstances	10
3. Interview (may be course specific or offered by Faculty Dean)	
Points are awarded based on how interview responses demonstrate capacity for successful completion of the course of study.	20

¹ SRE24/21-08-2017 Selection and Admission Policy

² SEAS enables special consideration to be granted for course entry. See www.vtac.edu.au for more information on SEAS categories

³ This is consistent with the HEIMS definition of low SES.

Eligibility Criteria	Maximum Eligibility Points
Work and life experience	
1. Mature Age – Post Secondary school 2+ years	30
2. Work Experience – with a GE ATAR can be scored to a maximum of 30 points	
Industry – work experience is clearly aligned to WAI's specialist fields of Foods, Tourism, Hospitality and Events	
1000 hours industry relevant (equivalent twelve months part time work)	30
2000 hours industry relevant (equivalent twelve months full time work)	40
Supervision – industry relevant (equivalent twelve months full time work)	50
Manager– industry relevant (equivalent twelve months full time work)	60
Other work experience Role clearly identifies a customer service focus or requirement eg Retail, Customer service agents, IT help desks	30

POSTGRADUATE SELECTION

Irrespective of admission pathway, an applicant must achieve 60 eligibility points and meet any additional course specific compulsory criteria to be eligible for admission.

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- Any compulsory course entry requirements.
- Any supplementary documentation applicants are required to provide.

Applicants are advised to provide as much evidence as possible to support their application. This may include transcripts of units or subjects of study, academic awards and certificates, academic letters of reference, detailed résumé, position descriptions, employment references, personal letters of reference, medical certificates, health care card, community recognition and awards and personal statements.

POSTGRADUATE – COURSEWORK	
Eligibility Criteria	Maximum Eligibility Points
Academic	
Undergraduate degree in relevant discipline with credit average or above ⁴	40
Other	
Personal statement	10
Resume or CV	10
Academic and personal references (2-3)	10

POSTGRADUATE – RESEARCH
Refer to the Higher Degrees by Research Policy

⁴ WAI Credit Average is 60%-69%. See HEQ012/04-12-2015 Higher Education Grading And Mark Schedule Procedure