

ADMISSION POLICY

Date Approved:	4 January 2023
Date Effective:	4 January 2023
Policy Category:	Student
Policy Owner:	National Manager Student Support

1. Context, Purpose & Key Principles

As a direct entry institution, SEDA Group Pty Ltd (“SEDA”) is committed to ensuring its admissions process is fair, transparent, and ethical. The purpose of the Admissions Policy is to specify requirements for the selection and admission of students into SEDA Vocational Education and Training (VET) courses.

2. Scope

This policy applies to:

- Prospective students of SEDA
- Staff involved in the selection and admission of students to VET courses.

3. Policy Statement

Admission requirements focus on merit and fostering student success.

1. SEDA encourages lifelong learning, including formal and informal learning. IT provides applicants for admission with the opportunity to have relevant, previous learning considered within their application.
2. SEDA considers educational disadvantages when determining admission requirements. **Refer to the Disability and Special Needs Policy and Reasonable Adjustment Policy.**
3. Applicants are admitted by fair, timely and transparent procedures based on clearly defined equitable processes.
4. The admissions process is confidential and any personal information shared relating to the application for admission will be kept confidential.
5. SEDA reserves the right to refuse entry to any applicant based on the individual’s inability to meet the educational and financial requirements of the institution.
6. Upon admission it is the student’s responsibility to make themselves aware of and comply with SEDA’s policies and procedures.

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4. Admission Requirements

As SEDA is a direct entry institution, admission is granted through the normal tertiary process of direct entry. Prospective students apply via direct application.

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

Certificate III

The applicant should:

- Have completed Australian Year 10 or higher (or equivalent), OR
- Achieve competency in Exit level 2 score working at Level 3 within the Australian Core Skills Framework (ACSF) assessment in Reading and Numeracy; AND
- Meet the relevant entry requirements as outlined within the relevant Training Package

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 higher-level qualification, OR
- Achieve competency in Exit level 3 score and working at Level 4 within the ACSF assessments in Reading and Numeracy AND
- Meet the relevant entry requirements as outlined within the relevant Training Package

Diploma

The applicant must:

- Meet any mandatory requirements described in the relevant Training Package; AND
- Provide a copy of a Senior Secondary Certificate of Education (i.e., Year 12 qualification) OR
- Provide a copy of a higher education qualification with successful completion of at least 1 year (fulltime equivalent) OR
- Achieve competency in Exit Level 3 score working at Level 4 within the ACSF assessments in Reading and Numeracy

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****Note:** For students who may not have achieved the above stated LLN competency level, some special circumstances may apply. For further information regarding the ACSF levels please refer to the **Language, Literacy and Numeracy Policy**.

5. Other Entry Requirements

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

1. All applicants **MUST** supply SEDA with a Unique Student Identifier (USI) if enrolment is accepted. As a student 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 Testamur once you have completed your award, or a Statement of Attainment (SoA) 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**
2. All applicants must attend a final admissions interview upon submission of their online enrolment. During the admissions process an applicant may be provided with additional online enabling courses to support the successful study journey.
3. All applicants must meet minimum computer literacy standards as determined by SEDA and have unrestricted access to the internet and a personal email account and laptop.
4. Prospective students under the age of 18 must have their enrolment paperwork witnessed by a parent or guardian.
5. For the VETiS program, students in Year 10, 11 or 12 enrolled in a participating school (SEDA College) will be eligible to enrol (regardless of age with the exception of a student who is aged 14 in the Northern Territory who is required to gain special permission to do so from the Principal of SEDA College and the Department of Education NT). The school will be responsible for gaining parent/guardian consent for student enrolment in the course, using SEDA's enrolment form and additional parental consent form.
6. First Aid – This First Aid qualification is to be at the level of the Unit of Competency **HLTAID011 Provide First Aid** or equivalent. The competency HLTAID011 Provide First Aid is a pre-requisite and must be completed externally before a student can be issued with their full qualification. Students must have their First Aid competency prior

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to participating or conducting any coaching clinics etc (refer individual course requirements for specific timelines for completion).

7. Working with Children (WWC) is required for VET Diploma students and any students undertaking a traineeship. 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 SEDA and maintained for the period of a student’s enrolment with SEDA (each State / Territory differs slightly in its legislative requirements. Refer to the **Working With Children’s Checks Policy**.

To allow appropriate time for processing (up to 6 weeks), students who required a WWC check should submit their application immediately on notification of enrolment at SEDA being successful. In some instances, WWC Checks 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 undertake the relevant clinics if required for their coursework.

Students who are not able to produce or maintain a successful WWC Check will not be able to fulfil the requirements of their Diploma or traineeship at SEDA that has a practicum component requiring them to be able to interact with children. In these instances, where a student may be unable to meet the requirements for course completion SEDA will immediately cancel their enrolment in the course. The provisions of the **Withdrawals and Refunds Policy** will apply.

8. If applicants are entering SEDA with a previous related qualification or related experience, the Enrolment team will provide them with information on the Educational Pathways process. It is the responsibility of the student admitted to apply for credit through the Educational Pathways process, as outlined in the **Educational Pathways Policy**
9. In the normal admissions process, it may be determined that applicants are potentially unequipped for successful study at SEDA because they do not meet all or some of the Admission Requirements.

6. Refusal and Exclusion

SEDA 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
2. The applicant does not meet the minimum entry requirements, conditional course requirements (i.e., does not pass a Working with Children Check where required), or ongoing course requirements, and is not prepared to pursue the advice provided by the SEDA 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 **Disability and Special Needs Policy** and **Reasonable Adjustment Policy** or **Assessment Policy (Special Consideration)**

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- Applicants deemed unequipped to enrol may be referred to other educational institutions to seek additional learning prior to reapplying to SEDA.

Applicants may not apply for admission to SEDA during a period of exclusion from any other post-secondary or 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 SEDA or at another post-secondary/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 SEDA or any other post-secondary/tertiary institution must show cause by providing a statement outlining why they should be considered for readmission.

7. Complaints and Appeals Policy

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 complaint through the **Complaints and Appeals Policy** for consideration.

8. Provisional Admission and Probational Enrolment

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

- They have a record of Not Yet Competent (NYC) at SEDA or another post-secondary/ tertiary institution.
- They have been admitted under the general authority accorded to the SEDA Board
- They are seeking Credit Transfer/Recognition of Prior Learning in a specific course and therefore undertake the assessment process relating to this.

A student who has been admitted to a course on a probational basis due to academic performance must have their academic progress reviewed at the end of one teaching period of enrolment. If progress is considered unsatisfactory, the probational enrolment will be withdrawn, and the student will not be permitted to continue within the course. students need to meet ALL course requirements including satisfactory progression and meet all aspect of the **Student Code of Conduct** to remain within their enrolled course of study.

9. SEDA offerings

SEDA reserves the right to schedule and promote intakes for approved courses at selected delivery sites 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.

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