ADMISSIONS POLICY

Date Approved:	06/06/24
Date Effective:	06/06/24
Policy Category:	Student
Policy Owner:	National Manager Student Lifecycle

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. Accountability

Key Decision-making power under the Policy

Delegated Power	Role

Oversee Admission processes.
 	
1. Pre-Training Review incorporating LLND assessment.
    • ACSF Levels
    • Digital capabilities
    • Prior Skills
    • Course specific entry requirements including pre-requisites.
2. Selection Interview
3. Letter of Offer
	Authorised Admissions Delegate:
	
	Student Enrolment Manager

Oversee Enrolment processes. 1. Assessment of General Selection criteria 2. Assessment of Skills First Eligibility	**Authorised Enrolment Delegate:** National Manager – Student Lifecycle

3. Assessment of VET Student Loans eligibility 4. Provision of Confirmation of Enrolment (CoE)	
Approval of unique cases (as per Admissions Procedures) • General Selection Clause 4.4 eiii • Selection Process Clause 4.6a • Deferral Clause 4.7a	General Manager
Determination of Eligibility criteria	Education Quality Committee (EQC)

4. Policy Statement

1. SEDA believes in equal access to educational opportunities by people of all backgrounds, experiences, and abilities.

2. SEDA actively seeks to engage with and serve its sporting industry partner communities.

3. SEDA is committed to the principles of admissions transparency and fairness in alignment with the Standards for RTO's: Standard 4 (specifically 4.1), 5 (specifically 5.1, 5.2 and 5.4) and the 2024-2025 Standard VET Funding Contract Skills First Program.

4. As per the **Student Success Policy** and **Student Progression Policy**, SEDA is committed to supporting the success of all of its students and proactively working to retain and enrich their experiences during their studies

5. To be eligible for selection, an applicant must satisfy all SEDA admission criteria, course admission criteria and any selection tasks.

6. Satisfaction of these requirements permits an applicant to be considered for a place but does not guarantee the offer of a place.

5. PART A – Basis for Admission

1. Admission offers are made to applicants who are assessed to have the background and abilities to have a reasonable expectation of success in the course offered.

2. Admission offers are made on merit based on demonstrated achievement comparable to Australian standards. SEDA assesses merit and suitability of candidates against our admission criteria for each course.

3. SEDA acknowledges that some people may have circumstances that mean that their ability to demonstrate their capacity via typical means will be limited. SEDA will consider admission for such people on a case-by-case basis, as detailed in the Admissions Procedure and varied from time to time.

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

5. SEDA acknowledges the importance of recognising an applicant's prior learning and study wherever possible and appropriate and will provide clear, transparent, consistent and timely advice to applicants who apply for credit in a transparent and timely manner.

6. PART B – General Requirements for Admission

1. SEDA reserves the right to not make an offer to an otherwise qualified applicant in a course which is still available if that applicant:

    a. Has previously been excluded from SEDA for any reason;

    b. Is currently indebted to SEDA;

    c. Has been excluded or had their enrolment cancelled at any other Australian institution;

    d. Is under 17 years of age; or

    e. Is deemed not to be a genuine entrant.

    f. demonstrates behaviours that do not meet the standards set out in the **Student Code of Conduct.**

2. SEDA requires all applicants for admission to provide evidence of:

    a. Identity
    b. Age: If under 18 years of age, their parent or guardian's consent
    c. Citizenship status
    d. English competency level; and
    e. Educational, employment and any other relevant background as detailed in the application process

7. PART C – Specific Requirements for Admission

1. SEDA will publish the course admission criteria to be applied in each course of study.

2. Admission criteria and selection methodology for all courses will be established by the General Manager responsible for overseeing the course and will be applied consistently to all applicants.

3. Every course must have documented course admission criteria and selection tasks.

4. Course admission criteria are approved as part of the course approvals process.

5. The process by which admission criteria are made and applied is detailed in the Admissions Procedure and may vary from time to time.

8. PART D Waiver of Requirements

SEDA entry requirements and course entry requirements may be waived in exceptional circumstances. For further information, see the Admissions Procedure.

9. PART E – Delegations and responsibilities

1. The Student Enrolment Manager is responsible for the coordination and issuing of all offers for admission

2. The National Manager – Student Lifecycle is responsible for the coordination and issuing confirmation of enrolment documentation (CoE's)

3. The Education Quality Committee (EQC) Sis responsible for approving the course-specific admission criteria and selection methodology to be used to determining which applicants will receive offers of admission.

Conflicts of Interest

All staff involved in selection must disclose where there may be a conflict of interest by completing and submitting a **Conflict-of-Interest Form** to the General Manager.

The staff member must also withdraw themselves immediately from the situation giving rise to the conflict, pending advice from the manager to whom the disclosure was made.

10. Reviews

Applicants may seek a review of an Admission decision by the National Manager – Student Lifecycle. Refer to the Admission Procedure.

11. Readmission

Students of SEDA whose enrolment lapses may reapply for admission to their course and will be subject to the same requirements as all other applicants at the time of applying.

Applicants who fail to accept their offer by enrolling by the relevant enrolment deadline may reapply for admission to the course and will be subject to the same requirements as all other applicants at the time of applying.

12. Eligibility Criteria

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

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

- Provide a copy of successful completion of a Certificate IV level Vocational Education and Training (VET) qualification

OR

- Achieve competency in Exit Level 3 score working at Level 4 within the ACSF assessments in Reading and Numeracy
- Demonstrate the appropriate Digital Literacy required for their enrolled course of study.

For further information regarding the ACSF levels or Digital Literacy please refer to the **Language, Literacy, Numeracy and Digital Skills (LLND) Policy.**

13. Other Eligibility 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 will be available and accessible via your USI account. When applying for a job or enrolling in further study, you may need to provide your training records and results.

    As a Registered Training Organisation (RTO), SEDA 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 meet digital literacy standards as determined by SEDA and have unrestricted access to the internet and a personal email account and laptop.

3. Applicants aged under 18 years at the time of application must turn 18 in their first enrolled term of study or within 3 months of acceptance into the course.

4. Prospective students under the age of 18 must have their enrolment paperwork witnessed by a parent or guardian.

5. Have completed First Aid Training (**HLTAID011 Provide First Aid**) under a fee for service arrangement. Fees may vary depending on the external provider and are in addition to the total program cost.

    Submission of the First Aid qualification is due by the end of Week 4, Block 1 (Census date).

6. Working with Children (WWC) is required as there will likely be instances requiring students to interact with children such as coaching clinics from commencement of course. 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 PRIOR to course commencement.

    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 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 complete any qualification at SEDA that has a practicum component requiring them to be able to interact with children. In these instances, the student is unable to meet the requirements for course completion and SEDA will immediately cancel their enrolment in the course. The provisions of the ***Withdrawal and Deferral Policy*** will apply.

7. 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 applying for credit through the Educational Pathways process, as outlined in the ***Skills and Learning Recognition Policy***.

14. SEDA Offerings

1.SEDA reserves the right to impose intake quotas on any course or area of study. SEDA reserves the right to cancel an intake into a course if insufficient students are admitted, and / or to offer alternate delivery locations. Refer to the ***Course and Area of Study Viability Policy.***

2. 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. Refer to the **Course and Area of Study Viability Policy.**

15. Definitions

Admission The act of admitting an applicant into a course at SEDA following a successful application and acceptance of offer of a place in a course.

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

Admission The act of admitting an applicant into a course at SEDA, following the successful application and acceptance of offer of a place within a course.

Australian Core Skills Framework (ACSF) A tool which describes the levels of performance in the five core skills of learning, reading, writing, oral communication and numeracy.

Authorised Enrolment Delegate SEDA staff who have completed the relevant Training Package qualifications and have completed the Skills First Eligibility assessment in the enrolment process.

Deferral An agreement to allow an applicant to defer taking up a place they have been offered at a later date.

Direct Application The process of admitting a student via direct applications to SEDA rather than via VTAC or other externally managed processes.

Study-Readiness/ Enabling course means a short online course designed to provide applicants and students to SEDA with additional foundation knowledge in core skills such as Language, Literacy, Numeracy, Study Skills, Digital Literacy etc.

General Admission Criteria SEDA entry requirements that applicants MUST satisfy to be eligible for selection of a course offered.

Letter of Offer A document stating that SEDA is prepared to admit a person into, with any relevant conditions that must be satisfied before enrolment can take place. SEDA mya make unconditional or conditional offers as appropriate.

Pre-Training Review (PTR) The process undertaken to determine the most suitable and appropriate training product based on the individuals' current competencies, existing educational attainment, literacy and numeracy skills, digital capabilities, aspirations and interests with due consideration of the likely job outcomes from the development of new competencies and skills.

Selection The process of assessing applicants for a course and deciding which applicants can be made an offer of a place in the course.

Provisional enrolment means an applicant who has been offered admission to an award course based on his / her completion of study skills courses or additional requirements advised by SEDA prior to the commencement of the award course.

Direct Entry means that prospective students may apply for enrolment in offered courses through direct contact with SEDA (VET) or SEDA Colleges (VET in Schools). 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.

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

4   Related Documents

6.1 Admissions Policy
6.2 Student Success Policy
6.3 Complaints and Appeals Policy
6.4 Conflict of Interest Form
6.5 Skills and Learning Recognition Policy
6.6 Language, Literacy, Numeracy and Digital Capability Policy
6.7 Withdrawal, Refund and Deferral Policy
6.8 2024-25 Standard VET Funding Contract Skills First Program
6.9 Skills First Quality Charter

6.10 2024 Guidelines About Eligibility Skills First Program

7   Related Legislation

7.1 Standards for RTO's 2015
7.2 Skills First Quality Charter
7.3 2024-25 Standard VET Funding Contract – Skills First Program
7.4 Disability Act 2006
7.5 Working with Children Act 2005
7.6 Occupational Health and Safety Laws 2017
7.7 Australian Consumer Law
7.8 The Australian Privacy Principles
7.9 Anit-Discrimination Law

7.10 Equal Opportunity Act 2012

7.11 Human Rights Charter (VIC)

7.12 Child Wellbeing and Safety Act