

Enrolment Policy

Purpose

The purpose of this policy is to ensure that the enrolment process into course offered by the Health Arts College is smooth and accessible to all, a fair and just assessment of the student suitability and genuine interest is determined prior to the enrolment taking place. The Enrolment phase only takes place once the suitability checks and pre enrolment information has been disseminated.

Scope and Application

This policy is directed for use for all enrolling officers for student enrolling under either as a fee for service student or under the VET Student Loan scheme or a combination of the above, to ensure that it is a smooth and transparent process for all, it encompass the directives as prescribed by the department and the operational requirements as directed from the Senior Management Division of the of The Health Arts College.

Policy Principles

1. Academic Suitability

- 1.1 The Health Arts College will assess individual Application Forms to ensure that applicants meet the course entry requirements
- 1.2 The Health Arts College will assess the application in an ethical and responsible manner
- 1.3 All applications will be considered, reviewed and processed in line with The Health Arts College Fair Treatment and Equal Benefits and Opportunity Policy and the Access and Equity Policy
- 1.4 Applicants are required to submit the following documents with their Application form:
 - a) Proof of age (18years or above)
 - b) A copy of your Australian Senior Secondary Certificate of Education (Year 12)
OR
 - c) Evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English)
OR
 - d) If items a and b are not available, applicants will be required to undertake a literacy and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Cores Skills Framework (ACSF) in both reading and numeracy. The results of the testing will be reported to the student as soon as practicable after the assessment and to the Minister on request.
- 1.5 Applicant undertakes an assessment of prior skills and knowledge on or prior to course commencement.

2. **Retention of information relating to an application:** The Health Arts College will retain for at least 5 years the documents collected for the purpose of applications by students for VET Student Loans.

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STEP 1 – Application form and Assessment of Prior Skills & Knowledge

| No. | Who | Actions |
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| 1. | THA staff | When The Health Arts College receives an application, or an expression of interest, it is forwarded to the Administration Officer. |
| 2. | Administration Officer | <p>Application received: The Administration officer reviews the application form and makes contact with the prospective student.</p> <p>Expression of Interest over the phone: Record prospective student's information on the Course Interest Spreadsheet (will be kept for a period of 3 months) for an invitation to the pre-enrolment information session, discuss the items below and refer the student to the website to download an application form, complete and return to the office.</p> <p>In both of the above cases Briefly discuss course details/duration/ entry requirements/modes of delivery/location of delivery and course fees and any upcoming pre-information sessions.</p> |
| 3. | Administration Officer | <p>Assessing Applications</p> <p>Review evidence of academic suitability:</p> <ul style="list-style-type: none"> • Proof of Identity (Passport/driver license) • Evidence of applicants being aged 18 or above. (Passport/driver license) • An Australian Senior Secondary Certificate of Education (Year 12) <p>OR</p> <ul style="list-style-type: none"> • Evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English) <p>OR</p> <ul style="list-style-type: none"> • If the applicant is unable to submit Year 12 or Cert IV or higher qualification, they will need to be invited to undertake a literacy and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Cores Skills Framework (ACSF) in both reading and numeracy. • The results of the testing will be reported to the student as soon as practicable after the assessment. • If the applicant fails the test, they will be referred to an LLN specialist to increase their skills and will not be able to undertake the same test for a minimum period of 3 months • Review the application to evidence of any other studies undertaken by the student relevant to the qualification is available. |

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| | Administration Officer | <p>Collates all applications to determine level of interest in the specific delivery locations and invite all applicants to attend a pre-enrolment information session.</p> <p>At this point, the officer may refer to the Course Interest Spreadsheet to invite the caller/s to the pre-information session.</p> |
| 4. | Administration Officer | <p>Student Eligibility for VET Student Loans</p> <p>If the applicant indicates on the application form that they wish to access Vet Student Loans for an approved course or part of the course, they must meet the requirements as per Part 2 Division 2 of The Vet Student Loan Act 2016.</p> <p>To be eligible for Vet Student Loans, the following criteria's need to be met in addition to academic eligibility:</p> <p>The student must be</p> <ol style="list-style-type: none"> a) An Australian Citizen OR b) A qualifying New Zealand Citizen** OR c) A permanent humanitarian visa holder who is usually resident in Australia. d) Fee-Help balance is more than \$0. THA will do an entitlement search to obtain a student's Fee Help Balance and will be communicated to the student if the Fee Help balance is less than the VET Student Loan required for the chosen course. e) Enrolled in an approved course with THA in accordance to the academic suitability. f) Tax File Number or a certificate from the Commissioner stating that the student has applied to the Commissioner asking the Commissioner to issue a tax file number to the student g) The student needs to submit all the above documents to THA and submit the eCAF form by the first census day and no less than two business days after enrolling. h) Confirm his/her engagement and progression to continue to access the loan throughout the course in subsequent study periods as per the Schedule of Fees, when required to do so by the department. <p>Officer is to refer the applicant to THA's Vet Student Loan Entry Requirements Policy</p> <p>**New Zealand Special Category Visa Holder (SCV): If you arrived in Australia using a New Zealand passport, in the absence of another valid Australian visa, you will have automatically received a Special Category Visa (SCV) provided you met certain security, character and health requirements. It is a temporary visa that expires as soon as you leave Australia, but remains in place for as long as you remain in Australia. If you are a New Zealand citizen and hold a SCV you may be able to access VET Student Loans, providing you:</p> <ol style="list-style-type: none"> i) have been usually resident in Australia for at least 10 years, j) were a dependent child when you first began to be usually resident in Australia, k) have been in Australia for periods totalling 8 years during the previous 10 years, and l) have been in Australia for periods totalling 18 months during the previous 2 years. <p>Specific enquiries about the SCV, and other visas, should be directed to the Department of Immigration and Border Protection (www.border.gov.au).</p> |

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STEP 2: Assess the eligibility of the Prospective Student for the course and VET Student Loan

| No. | Who | Actions |
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| 1. | Administration officer | <ul style="list-style-type: none"> The Administration Officer will assess the eligibility of the prospective student based on the application form and the evidence provided. |

STEP 3 – Offer Letter and Pre-enrolment Session

| No. | Who | Actions |
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| 1. | Administration Officer | The Health Arts College will issue an offer letter to the student offering a place in the chosen course, (conditions may apply) and inviting applicant to an information session where the pre-enrolment checklist will be discussed and the Assessment of Prior Skills & Knowledge be conducted with the student before the student is invited to sign the “Acceptance & Agreement” form”. |

STEP 4 – Acceptance & Agreement

| No. | Who | Actions |
|-----|------------------------|--|
| 1. | Administration Officer | <p>The prospective student is then required to sign the Acceptance & Agreement in order to accept the Letter of Offer sent. Once the agreement has been signed the student is successfully enrolled into the course.</p> <p>The date and time of receipt of the Acceptance & Agreement will be recorded.</p> |

STEP 5: Issue Welcome Letter & VET Student Loan Fee Notice

| No. | Who | Actions |
|-----|------------------------|--|
| 1. | Administration Officer | Upon successful enrolment into the course, “ Welcome letter ” is sent to all students. Students who are enrolled under VSL are also provided with “ VET Student Loan Statement of Covered Fees ” and “ VET Student Loan Fee Notice ” for the first fee period of the course. The subsequent VET Student Loan Fee Notices will be sent out 14 days prior to the census days for the course as per the Schedule of Fees. |
| 2. | Administration Officer | Students who are enrolled in a replacement course will need to follow THA’s Credit Transfer Policy and will not be charged for the replacement component of the component of the replacement course. |

STEP 6: Enter the Details in the Student Management System and Create Student File

| No. | Who | Actions |
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| 1. | Administration Officer | <ul style="list-style-type: none"> Enter the details of the student and their course enrolment onto the student management system. Ensure the student has been enrolled into the correct qualification, and all personal details have been correctly entered. |

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| | | <ul style="list-style-type: none"> • Create student's physical file. Ensure a copy of the invoice, application form and accompanying documents are filed in the file. • Ensure the student file checklist is completed and attached to file. |
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STEP 8: Notify the trainer/assessor

| No. | Who | Actions |
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| 1. | Administration Officer | <ul style="list-style-type: none"> • Provide details of the arrangements for commencement of course, including timeframes to be met by trainer/assessor • Provide the trainer and assessor with the learning style report from the Assessment of Prior Skills & Knowledge for the commencing class. |

STEP 9: Commonwealth Assistance Notice

| No. | Who | Actions |
|-----|------------------------|--|
| 1. | Administration Officer | <ul style="list-style-type: none"> • Students accessing VET Student loans will be issued a Commonwealth Assistance Notice on or within 28 days after the applicable census day as per the Schedule of Fees. |

Publication

This policy and the procedure is published on The Health Arts College Pty Ltd website to ensure Students have up to date and accurate information publicly available to them.

Approval

This Policy and Procedure was agreed to and ratified by The Health Arts College Pty Ltd Quality Assurance Committee in February 2018.