

VEP02 DOMESTIC ADMISSIONS POLICY AND PROCEDURE

Abbreviations:

ATMC (The Company)	Australian Technical and Management College
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard.
CEO	Chief Executive Officer
CoE	Confirmation of Enrolment
CT	Credit Transfer
LLN	Language, Literacy and Numeracy
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SVTS	Skills Victoria Training System
USI	Unique Student Identifier
VET	Vocational Education and Training

1 Introduction

The Australian Technical and Management College (ATMC) Admissions Policy and Procedure sets out the purpose, scope, principles, policy statements, procedures and responsibilities relating to the admission of applicants to ATMC's courses. This Policy and Procedure is designed to support academic quality, to foster good practice and to drive compliance with mandated education standards.

2 Purpose

- 2.1 The intent of this Policy and Procedure is to set out an approach to the admission of applicants to ATMC courses that ensures admissions decisions are applied consistently and fairly; accommodates student diversity; and contributes to creating equivalent opportunities for academic success.
- 2.2 To ensure that the selection, admission, and enrolment of potential students is in accordance with the requirements of training packages and relevant legislation including [National Vocational Education and Training Regulator Act 2011 \(the Act\)](#) and [Standards for Registered Training Organisations 2015](#).
- 2.3 To ensure the processing of applications from potential students is equitable, fair and in line with the requirements of each qualification for which the applicant is applying.

3 Scope:

This Policy and Procedure applies to students and prospective students, staff, members of decision-making bodies, and any third parties involved in the admission of students to ATMC's courses.

This policy is for applicants who are Australian citizens, permanent residents, or temporary residents.

For applicants that do NOT meet this requirement, refer to International Admissions Policy.

4 Implementation

4.1 The VET Manager is responsible for the implementation of this procedure and for:

- 4.1.1 Ensuring staff and students are aware of its application
- 4.1.2 Ensuring staff implement its requirements.

5 Requirements / Process

5.1 General:

- 5.1.1 Prior to enrolling into a course, prospective students must be provided with adequate pre-enrolment information to make an informed decision.
- 5.1.2 Where courses are funded by the Skills First Program, follow the eligibility checklist prior to making an offer.
- 5.1.3 All documentary evidence must be certified copies and, where not originally written in English, must be accompanied by a certified translation.

5.2 Marketing Practices

- 5.2.1 Of the ATMC's education and training services demonstrates professionalism and maintains the integrity and reputation of the VET industry.
- 5.2.2 A prospective student is required to access the ATMC's website for:
 - 5.2.2.1 Course guide
 - 5.2.2.2 Course information
 - 5.2.2.3 Policies and procedures

5.3 Student Inquiry / Pre-enrolment

- 5.3.1 Prospective students interested in applying to enter one of the courses:
 - 5.3.1.1 Contact the enrolment team to gather further information
 - 5.3.1.2 Ask questions related to the course they wish to study
 - 5.3.1.3 Complete an application for enrolment form
 - 5.3.1.4 Make an appointment for an interview and complete a pre-training review.
- 5.3.2 Information is collected through an interview by the authorised representative to assess if the prospective student is eligible for enrolment and whether he/she is a genuine applicant. The following are considered, but not limited to:
 - 5.3.2.1 Applicant's circumstances
 - 5.3.2.2 Applicant's intended study plan
 - 5.3.2.3 Applicant's education and employment history
 - 5.3.2.4 Applicant's supporting documentation
 - 5.3.2.5 Clarification and verification of supporting documentation
- 5.3.3 Prospective students will then be assessed to ensure they are the 'right fit' for their chosen course. The following is considered, but not limited to:
 - 5.3.3.1 A review programs and institute's information relating to their desired courses.
 - 5.3.3.2 Complete an application for enrolment form.
 - 5.3.3.3 Complete a pre-training review
 - 5.3.3.4 Be accepted and receive a letter of offer and written agreement including training plan

- 5.3.3.5 Sign written agreement, make payment of fees or enter payment plan.
- 5.3.4 The ATMC does not enroll students under the age of 18 years
- 5.3.5 The ATMC encourages all applicants, including those with disabilities and / or any special needs to enquire about courses of study
- 5.4 Application process
 - 5.4.1 For an applicant to enroll, the student must complete a standard the ATMC application form which must be signed and dated by the applicant:
 - 5.4.1.1 International Onshore Application for Enrolment Form
 - 5.4.1.2 Application for Enrolment – Skills First Program
 - 5.4.1.3 Application for Enrolment – Full Fee for Service
 - 5.4.2 The application form must be supported with sufficient formal identification, for example, but not limited to:
 - 5.4.2.1 Passport; or
 - 5.4.2.2 ID card (driver’s license)
 - 5.4.2.3 Academic transcripts / records (to support prerequisites for entry)
 - 5.4.2.4 English language proficiency (international students only)
 - 5.4.3 For an accepted application, an offer letter and student agreement is sent to the applicant.
 - 5.4.3.1 The applicant is ready to be enrolled once they return the completed agreement (with the required fees).
 - 5.4.4 Skills First program may provide funding for many of the applicants.
 - 5.4.4.1 This is paid directly to the ATMC after the student has started one or more components of their course.
 - 5.4.4.2 It is dependent upon successful data entry into the Student Management System and then the subsequent twice monthly uploading of the data via SVTS.
- 5.5 Pre -Training Review
 - 5.5.1 Is part of the enrolment process
 - 5.5.2 Is conducted prior to the commencement of training, to establish the most suitable course for an applicant to enrol in, refer to the Pre-Training Review policy and procedure.
- 5.6 Letter of Offer
 - 5.6.1 Once entry requirements are met, application and pre-training review are completed, a letter of Offer will be sent to the applicant.
 - 5.6.2 Where an applicant does not meet the entry requirements, they may be issued with a conditional offer letter.
 - 5.6.2.1 The letter will outline all the conditions that the applicant must meet prior to the enrolment.
 - 5.6.3 During orientation the applicant will be required to provide evidence that he/she has satisfactorily met the conditional entry requirements.
 - 5.6.4 An applicant will not be accepted and ATMC will not accept any course tuition fee from the student, unless a fully signed and dated student written agreement is in place.

5.7 Student Agreement

- 5.7.1 This student written agreement must include the following:
- 5.7.1.1 Students' personal details
 - 5.7.1.2 Identify the course or courses in which the student is to be enrolled
 - 5.7.1.3 Any conditions of the enrolment
 - 5.7.1.4 The agreed starting date, end date and orientation date of the course
 - 5.7.1.5 The study mode such as face-to-face, online or blended learning
 - 5.7.1.6 Expectations of learning outside of classroom activities such as work placement or homework
 - 5.7.1.7 The location of the course
 - 5.7.1.8 Days of attendance
 - 5.7.1.9 Pre-requisites required to enter the course including LLN levels of attainment
 - 5.7.1.10 Study periods within the course and the length of each study period
 - 5.7.1.11 Tuition fee per study period and payment plan, inclusive of:
 - 5.7.1.11.1 Course tuition fees
 - 5.7.1.11.2 Any additional costs (if applicable)
 - 5.7.1.12 Information on the refund policy and procedure in relation to the course tuition fee including the process of making a refund application
 - 5.7.1.13 Information on the circumstances in which a student's personal information may be shared between ATMC and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) framework. This information includes:
 - 5.7.1.13.1 Personal contact details,
 - 5.7.1.13.2 Course enrolment details and changes, and
 - 5.7.1.13.3 Any other circumstances pertaining to a breach of student visa conditions and/or other enrolment matters
 - 5.7.1.14 Advise the student of his or her obligation to notify ATMC via the student portal, of a change of address within seven days while enrolled in the course (update contact details function)
 - 5.7.1.15 Provide the student with an explanation, in plain English, of what happens in the event of a course not being delivered
 - 5.7.1.16 Provide information related to the policies and procedures that a student is bound by after enrolment (e.g., course progress requirements, student code of behavior policy etc.)
 - 5.7.1.17 Advise the student that the student's written agreement and the availability of the complaints and appeals process does not remove the right of the student to take action under Australia's consumer protection laws
 - 5.7.1.18 Advise students of their rights, responsibilities and obligations as a domestic student funded under the skills first contract.
- 5.7.2 The procedure to process an application is defined in the Process Map "Domestic Application "(refer to Appendix 1)
- 5.7.3 When an application is accepted, the applicant is sent;
- 5.7.3.1 A 'Letter of Offer'

- 5.7.3.2 A 'Student Written Agreement'.
- 5.7.4 Once the signed agreement and the minimum payment required are received by ATMC, the student will be issued with 'Confirmation of Enrolment' letter.
- 5.7.5 **All students must attend a compulsory orientation session prior to commencing any course**
- 5.8 Course Credits
 - 5.8.1 The ATMC will recognise course credits. Refer to Course Credit - RPL & CT Policy and Procedure.
 - 5.8.1.1 Credit Transfers (CT) or;
 - 5.8.1.2 Recognition of Prior Learning (RPL).
- 5.9 Assessment of Applications – Domestic Marketing Team
 - 5.9.1 Assesses applications using the admission checklist.
 - 5.9.2 Once completed and criteria is met, a place is reserved for the student.
 - 5.9.3 Documentation is referred to the student support/domestic admission for processing.
- 5.10 Applicant Accepts Offer
 - 5.10.1 The applicant must return the following:
 - 5.10.1.1 Completed and signed student agreement
 - 5.10.1.2 Credit card payment form (completed and signed) or Telegraphic Transfer Form (completed)
 - 5.10.1.3 Copies of any other documentation requested
 - 5.10.1.4 USI number if available
 - 5.10.2 All students must have a USI or a "USI exemption notice" before course commencement.
 - 5.10.2.1 For students without a USI, they will be directed to apply for it online during orientation.
 - 5.10.2.2 If students want ATMC to apply USI on their behalf, they must complete 'USI Student Consent Form'¹.
 - 5.10.3 To be AVETMISS compliant;
 - 5.10.3.1 All new enrolling students will have their USI submitted at orientation.
 - 5.10.3.2 Existing students may submit their USI at any time prior to completion of the qualification.
 - 5.10.4 If the USI is provided by the student, it must be verified as being valid in the student management system.
- 5.11 Applicant/student wishes to withdraw
 - 5.11.1 If an applicant wishes to withdraw they must;

¹ In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), ATMC will securely destroy personal information which are collected from the students solely for the purpose of applying for a USI on their behalf as soon as practicable after the USI application have been made or the information are no longer needed for that purpose, unless required by or under any law to retain it.

5.11.1.1 Notify ATMC in writing and complete a refund form which will be processed in line with the refund policy.

5.11.2 Once enrolled in ATMC the student will be subject to the refund policy as appropriate.

5.12 Student File

5.12.1 On receipt of an application a student file will be set up and a checklist attached.

5.12.2 A record is created on the student management system and will be updated as appropriate.

6 Definitions

Assessment	The process by which ATMC will judge the student as Competent or Not Yet Competent in each unit of competency. For a student to obtain a qualification they must be assessed as competent in all the units for the qualification in which they are registered.
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard. A national data standard that ensures consistent and accurate capture and reporting of Vocational Education and Training (VET) information about students.
Authorised Representative	An authorised ATMC representative who is trained and permitted to undertake the enrolment assessment with a prospective student by appointment of the CEO
Course	The fulltime registered University or vocational education and training courses or ELICOS courses offered by or through ATMC and registered on Registered Providers CRICOS scope of registration.
Confirmation of Enrolment (CoE)	<ul style="list-style-type: none"> An official document that provides important information about an international student's enrolment status. This document is required to be submitted to the Department of Home Affairs before applying for a student visa.
Pre-requisite	Any requirements that the applicant must meet prior to being accepted for a unit of competency
Prospective Student	An intending overseas student (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming, an overseas student
Quality Student	A genuine student who is able to demonstrate that he/she intends to obtain a successful educational outcome and has the necessary language, literacy and numeracy levels and educational background to enter the course and will comply (as required) with funding contract obligations (funded under Skills First).
Unique Student Identifier (USI)	<ul style="list-style-type: none"> Is an online account. The USI account allows students to have online access to their training records and results (transcript) that they have completed from 1 January 2015 onwards. The results from 2015 will be available in the USI account in 2016.
Unit of Competency	A discrete training activity that will be assessed from a Training Package in Vocational Education and Training (VET). A student will undertake one or more units. A unit can vary from a few hours to up to (but not limited to) hundreds of hours of training and assessment.
VET Qualification	A qualification listed on the training.gov.au website as a course that ATMC is registered to deliver

Legislation

[Australian Qualifications Framework](#)

Complaints and Appeals Policy and Procedure

Credit Policy and Procedure

[Education Services for Overseas Students Act 2000](#)

[National Code of Practice 2018](#) – Standards 3 (3.3.3), 4 (4.6.3) and 5 (5.6)

[National Vocational Education and Training Regulator Act 2011 \(the Act\)](#)

[Privacy Act 1988](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[Student Identifiers Act 2014](#)

Students with a Disability Policy and Procedure

[The Migration Act 1958](#)

[The Migration Regulations 1994](#)

Transfer Policy and Procedure

[VET Quality Framework](#)

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APPENDICES

Appendix 1

Domestic Student Application

