



## STUDENT APPLICATION AND ADMISSION PROCEDURES - VET

### VOCATION EDUCATION AND TRAINING (VET) COURSES

In the course of its business as a Registered Training Organisation, Tabor College NSW (the College) will comply with the fairness requirements of the Higher Education Support Act 2003 in dealing with persons seeking to enrol with the College.

#### Fair Treatment

The College will treat fairly all of its students (who are or would be entitled to VET FEE-HELP assistance) and all of the persons seeking to enrol with the College.

The application of fair treatment does not require that all students are treated the same. Fairness must be considered in the context of the all the relevant circumstances. There will be situations in which the fair treatment of students may result in students in varying circumstances being treated differently.

#### Equity

The College will ensure that, in its own reasonable view, selection procedures are fair and transparent and are based on merit.

The College's admission criteria provide for the exercise of discretion if the College is satisfied that the applicant would have a reasonable prospect of successfully completing the course, notwithstanding that one or more of the standard selection criteria have not been satisfied. Therefore, while being guided by standard selection criteria, the College will assess each application on a case by case basis.

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

#### No income test

The College does not apply an income test when making decisions about which of its students is eligible for VET FEE-HELP assistance.

### Educational disadvantage

When making decisions about the selection of students, the College may take educational disadvantages that a particular student has experienced into account. The relevant criteria include one or more of the following circumstances:

- Socioeconomic reasons;
- Language difficulties;
- Learning difficulties;
- Disrupted schooling;
- Physical or intellectual impairment;
- Serious family illness;
- Excessive family responsibility;
- Geographical isolation of home and/or school and lack of support time or facilities for study at home or school;
- Aboriginal or Torres Strait Islander descent where the normal HSC entry path has not been followed; or
- Home schooling, provided that there is evidence of being able to manage tertiary study.

It will not be sufficient to claim membership of one of the above indicative groups. The College will consider the specific circumstances and actual disadvantages that a particular student has experienced before making a decision.

#### Restricted access arrangements

When making decisions about the selection of students, the College may take into account students that are enrolled under a restricted access arrangement, being an agreement entered into between the College and an employer or industry body for the provision of a course(s) or places in a course(s) in which enrolment is limited or restricted to employees of the employer or industry body.

## SELECTION CRITERIA - CERTIFICATE & DIPLOMA

### Certificate courses

The normal entry requirements for Certificate IV courses are:

- At least 16 years of age; and
- Ability to read and write in English at a level expected of a student who has completed Year 10.
- Satisfactory completion of Year 12 in an Australian secondary school, or equivalent, is recommended though not essential.

### Diploma courses

The normal entry requirements for diploma courses include:

- At least 17 years of age; and
- Ability to read and write in English at a level expected of a student who has completed Year 12;
- Satisfactory completion of Year 12 in an Australian secondary school, or equivalent, except in the case of mature-age applicants.

The College reserves the right to exercise discretion if it is satisfied that the applicant would have a reasonable prospect of successfully completing the course, notwithstanding that one or more of the standard selection criteria have not been satisfied. The College will assess each application on a case by case basis.

#### Mature-age applicants

The relevant criteria are:

- Attainment of 21 years; and
- Evidence of completion of other formal and other studies, appropriate life experience, and a level of intellectual capacity and social maturity to engage in tertiary studies with commitment.

#### Mandatory Interview

An interview is required for all applicants in order to:

1. Ascertain the applicant's suitability to undertake the course.
2. Assess the applicant's English proficiency.
3. Check that the applicant will have necessary support in their studies.
4. Clarify the applicant's academic history and sight original qualifications.
5. Assess eligibility for advanced standing.
6. Ascertain the applicant's computer literacy and ability to access and use internet facilities.
7. Discuss any special needs the applicant may have.

The interview will be conducted by a senior member of faculty, e.g. Head of School or Registrar, prior to the applicant being accepted for enrolment and may be conducted by phone or in person. The interviewer uses the College's standard question guidelines for applicant student interviews.

#### Student identification, verification of qualifications, and related documents

Processes for establishing applicant student identification are published as part of the student prospectus.

It is College policy to sight original documents (or certified copies) in the case of testamurs and/or transcripts, related academic awards, and where relevant, character references, employers' testimonials, and certification or licenses to practice where professional registration bodies are relevant. This practice applies equally to students who apply for the award of advanced standing (other than former students or alumni of the College).

A condition of application is that the applicant student must provide permission for the College to verify the academic qualifications and/or transcript(s) of academic record presented by the applicant with the issuing institution, except where Tabor College NSW has issued the qualification and/or transcript.

Where necessary, the College verifies the authenticity and Australian equivalence of overseas qualifications through the AEI Group: International Education Network (Department of Education, Employment and Workplace Relations).

#### Publication

These VET Student Application and Admission Procedures will be made available to students and prospective students by publication on the College's website ([www.tabornsw.edu.au](http://www.tabornsw.edu.au)).