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| Policy Name: | VET Admission and Enrolment |
| Document Number: | V2.1.01 |
| Approved by: | Senior Academic Manager Foundation and VET Programs |
| Last Approval Date: | March 2022 |
| Review Date: | March 2024 |
| Audience: | UQ College Staff, Students and Community |
| Contact Officer: | Course Coordinator VET |
| Related Documents: | VET Admission and Enrolment –GUIDELINES |
| Legislation: | The National Vocational Education and Training Regulator Act 2011 Standards for Registered training Organisations (RTOs) 2015 |

1. Purpose and Objective

This policy deals with the enrolment of a person to a course or program of UQ College to ensure compliance with relevant Government requirements and regulations.

Objective is to:

- Provide a framework that ensures integrity of admissions decisions
- Set clear responsibilities and accountabilities for admissions decisions
Ensure that admissions process is transparent, and decisions are consistent and fair

2. Procedure Scope/Coverage

This applies to all persons seeking to be enrolled as a student in UQ College.

3. Definitions

VET - Vocational Education and Training

Domestic student – a student who is:

- an Australian citizen; or
- a New Zealand citizen; or
- the holder of a permanent visa for Australia.

4. Policy

UQ College will:

- Consider the prospective learners need, existing skills and existing competencies and provide appropriate advice about the training product (Clause 5.1)
- determine the support needs of prospective learner and ensures that if enrolled, the student can be provided access to the educational and support services necessary for them to meet the requirements of the training product (Clause 1.7)
- provide current and accurate information that enables the learner to make informed decisions (Clause 5.2)
- Admission and enrolment of students into College courses will be based on clearly defined, consistent and equitable requirements which are available in a manner that is easily accessible (Clause 5.3). This including
 - a) Course duration
 - b) Fees and charges (unit of Competency costs on website)

- c) Eligibility for Recognition for Prior Learning
- d) Policies for refund

UQ College is committed to ensuring that all practices in relation to Enrolments are consistent, fair and transparent, and comply with applicable external regulations and requirements

4.1 Pre-Enrolment

4.1.1 UQ College will:

- assess prospective students' Language, Literacy and Numeracy competence online (BKSB)
- offer Recognition of Prior Learning as an alternative assessment method - students will enrol as for students intending to complete full study and assessment. (detailed in student handbook on website)
- make the necessary course and fee information readily available to Students to enable them to make informed enrolment decisions (eWay online)
- provide reasonable services and support to enable them to fulfil the requirements of their enrolment (detailed on the website).
- provide information collected at enrolment to NCVER, UQ and other regulatory bodies for statistical purposes while abiding by the College privacy policy and relevant privacy legislation.
- retain the right to discontinue, suspended or cancel the Enrolment of a Student established by the College, at the instigation of either UQ College or the Student.

4.2.1 Students agree to:

- abide by the regulations, policies, and procedures of UQ College
- pay all fees, levies and charges associated with their Enrolment
- the collection and recording of information in accordance with the College privacy policy and relevant privacy legislation
- enrol in good faith that they have made necessary arrangements to enable them to be successful in their study and are prepared to make the required effort to satisfactorily complete the study in which they enrol

4.2.2 Enrolled Students are:

- able to participate in classes, and other educational and support activities of UQ College
- to receive recognition for the work done
- to be awarded a Grade on completion of the requirements of a unit or course of study
- eligible to receive an Award from UQ College.

4.2.3 Admission Appeals

- Unless otherwise stated, admission appeals in relation to these procedures are determined by CEO of UQ College.
- Where an applicant has been offered a place and it is later found that incomplete or inaccurate information was provided by or on behalf of the applicant, the CEO may withdraw the offer or cancel the student's enrolment or both.

4.2.4 Applicants Subject to Suspension, Expulsion or Refusal of Enrolment

- an applicant who, as a student of the College has been suspended or denied permission to enrol following unsatisfactory academic progress may be refused admission.
- an applicant whose results at another tertiary institution would have rendered them liable to show cause why enrolment should not be cancelled due to unsatisfactory academic progress may be refused admission.

| Version History | | | | |
|-----------------|---|------------------------------------|-----------------|---|
| Review Period: | | 2 years from date of last approval | | |
| Version Number: | Approved by: | Approval Date: | Effective Date: | Sections Modified: |
| D1 | | | | New Policy developed |
| 1.0 | CMC | | | Approval of new policy |
| 2.0 | | | Sep 2018 | Combining procedures & policy for more complete policy |
| 3.0 | CEO | Jan 2020 | Jan 2020 | Changes to responsibilities to CEO |
| 4.0 | Senior Academic Manager Foundation and VET Programs | April 2022 | April 2022 | Change to organisational chart and staff responsibilities |