



ADMISSION AND ENROLMENT POLICY AND PROCEDURE

Purpose

This policy is intended to provide a broad framework for determining admission to coursework programs of the Signature Training College. It outlines the procedure for approving admission applications and enrolling students in the relevant courses or units of competency.

Definitions

Course is a module of study leading to a qualification or an award. A course may comprise of units or modules.

Letter of Offer means the formal notification from Signature Training College on behalf of the college, offering an applicant a place in a nominated course under specified conditions, such as location, mode of study, duration, course fee and type of place offered.

Admission is acceptance of an applicant as a student at Signature Training College in the nominated course(s).

Enrolment is allocation of unit(s) of competency as prescribed under each course as part of student's training plan that leads to attainment of the relevant competency or qualification on successful completion.

Education Agents are authorised to act on behalf of the college.

Policy

1. Admission Criteria

Prospective students are considered based on one or more of the following:

- **Course entry requirements for respective courses**
See Course Entry Requirements for each course in Signature Training College's website brochure, prospectus.
- **Special consideration of educational disadvantage**
Prospective applicant who feels that their educational achievements have been adversely affected by ill-health or other circumstances can specify these circumstances on their application, Signature Training College will take these circumstances in consideration provided such disadvantage was not previously compensated for by an education provider or certifying institution. Requests for special consideration and any supporting documentation will be considered in the admission decision.

The details of the special criteria, whether the criteria will be used in combination with standard admission criteria or in place of standard admission criteria, and the way in which the criteria are used to select applicants to receive a Letter of offer, are approved by the CEO on the recommendation of the Academic Quality Manager.

Parramatta Campus

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Camellia Campus

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International Students

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Domestic Students

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- **English proficiency**

English proficiency must be demonstrated by an applicant for admission to Signature Training College by one or more of the following:

- a recent IELTS academic test overall band score of 5.5, with no sub-score less than 5.0.
- Other English proficiency requirements pertaining to specific courses as listed on website, course brochure, prospectus or Letter of Offer.

Admission of International Students

1. Signature Training College will not accept international students who would be under the age of 18 at the time they commence their studies at the college.
2. Signature Training College may offer a number of courses as a packaged program of studies and include conditions to be satisfied before progression from one course to the next course. Students who need to delay the commencement of their second or a later course because they do not satisfy progression conditions should make application to defer their entry to these courses. For deferred commencements, Signature Training College will assess all the application against the course entry requirements that apply at the new commencement date.

Procedure

This section describes the processes associated with admission.

Admissions Applications

1. Prospective students seeking to be admitted to a course offered by the college must make application directly to the college or to an education agent authorised to act on behalf of the college, as required.

Application forms and instructions, including the documentation to be submitted with the application, the method of application and application due dates are available on the college's web site as well as the college reception.

2. Admissions Officer processing new applications must verify the applicant's academic credentials and the status of the awarding institution by means of, but not limited to;
 - Where possible, sighting and certifying original transcripts, awards and other supporting documents.
 - Accepting only certified copies of original documents for all applications made through electronic medium, post or through education agents.

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- Ensuring that all the supporting documents are in good condition, legible; and if containing foreign language, accompanied by certified and verifiable translation in English.
 - Matching and comparing the details of academic history and achievements stated in the application with that of accompanied documents, including full name, date of birth and date of completion.
 - When available, comparing official academic seals, testamurs and transcripts with academic records of other past or present students from the same institute.
 - For international students, ensuring that all academic documents are properly certified by a recognisable authority (e.g. Police Officer, Notary Public, Lawyer, an overseas Australian Mission or a local government official).
 - When in doubt, bringing any illegible or doubtful documents or concerns to the attention of the Academic and Compliance Manager and/or the RTO Manager for further enquiry.
3. The Academic and Compliance Manager will approve all new admissions. Approval signatures must be obtained on the application form.

4. Letter of Offer

Admissions Officers will offer prospective applicant who are eligible for admission to the course under this Admission Policy and Procedure. A Letter of Offer the course(s) code, Course description, duration, fee, study period, and other relevant information is sent to applicants.

5. Acceptance of the Letter of Offer

- a. A prospective applicant receiving an offer of admission must respond to accept the offer by the due date and by the process specified in the Letter of Offer.
- b. If a prospective applicant fails to accept the admission offer by the due date specified in Letter of Offer, the offer will lapse, and the applicant may have to lodge another admissions application.

6. Issuance of Confirmation of Enrolment

Admissions Officers will issue the electronic Confirmation of Enrolment eCoE once the prospective applicant accept and signs the Letter of Offer.

7. Deferral of commencement

Deferring commencement in the program for a specified period, especially where the circumstances do not permit students to commence their studies on planned dates (e.g.

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Delays in visa processing for overseas students.) is accepted in Signature Training College. The maximum period of deferment is one year. The process deferment will be guided by Signature Training College's Deferment, Suspension, Cancellation and Policy.

8. Transfer to another Program

A student who is currently enrolled in a program and who has not completed the requirements for graduation from the program may under certain conditions transfer to another program as per Signature Training Colleges Change of Course Policy and Procedure.

To be eligible for transfer, the applicant must satisfy the entry requirements for the intended program.

9. Application for RPL and Credit Transfer

A person applying for an admission offer or having received an admission offer may apply for credit transfer based on prior study or based on relevant skills and experience according to Signature Training College's RPL Policy and Procedure and Credit Transfer Policy and Procedure.

10. Enrolment

- a. Signature Training College will enrol students in their respective courses once their application for admission into a course has been approved by Signature Training College and the conditions of the Letter of Offer have been met by the applicants.
- b. Admissions Officers completing enrolment will ensure that the students are placed in appropriate groups and provided with student ID, course information, timetable, and student log-in information at the time of enrolment.
- c. Students not able to enrol in their scheduled courses as per the start date of their enrolment must defer their studies according to Deferral, Suspension, Cancellation and Policy and Procedure of the Signature Training College.
- d. All newly enrolled students must attend Signature Training College's Orientation Session. (Student Orientation Policy and Procedure)

Enrolment Procedure

- a. Student file is checked to confirm that all the required documentations as per the application requirements have been obtained and advance fees have been received.
- b. Student details are entered into the Student Management System SMS (VETtrak) and student enrolment details are extracted and printed.
- c. Students are sent a copy of their enrolment.
- d. Students are provided with the details of the next orientation session (usually held at the start Date of the academic semester).

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Roles and responsibilities for implementation of Admission and Enrolment Policy and Procedure

1. Advisory Board has executive oversight of the implementation of these procedures.
2. Chief Executive Officer is responsible for the approval of the document.
3. Admissions Officer has authority to make offers of admission to coursework programs offered by Signature Training College.
4. Academic and Compliance Manager is responsible for implementation and administration of this policy.
5. Accounts Officer is responsible for the confirmation of payment before eCoE is issued and release to agents or students.
6. Student Services Officer is to assist Admission's Officer in admission and enrolment.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Admissions Officer
Implementation Officer	Academic and Compliance Manager Accounts Officer Student Services Officer
Last Approval	16 March 2022
Review Date	16 March 2023
Approved by	Chief Executive Officer
Associated Documents	
Complaints and Appeals Policy and Procedure Admission Requirements Policy and Procedures Deferral, Suspension and Cancellation Policy and Procedure RPL Policy and Procedure Credit Transfer Policy and Procedure Change of Course Policy and Procedure	
Version Control	
Version 2.0	

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