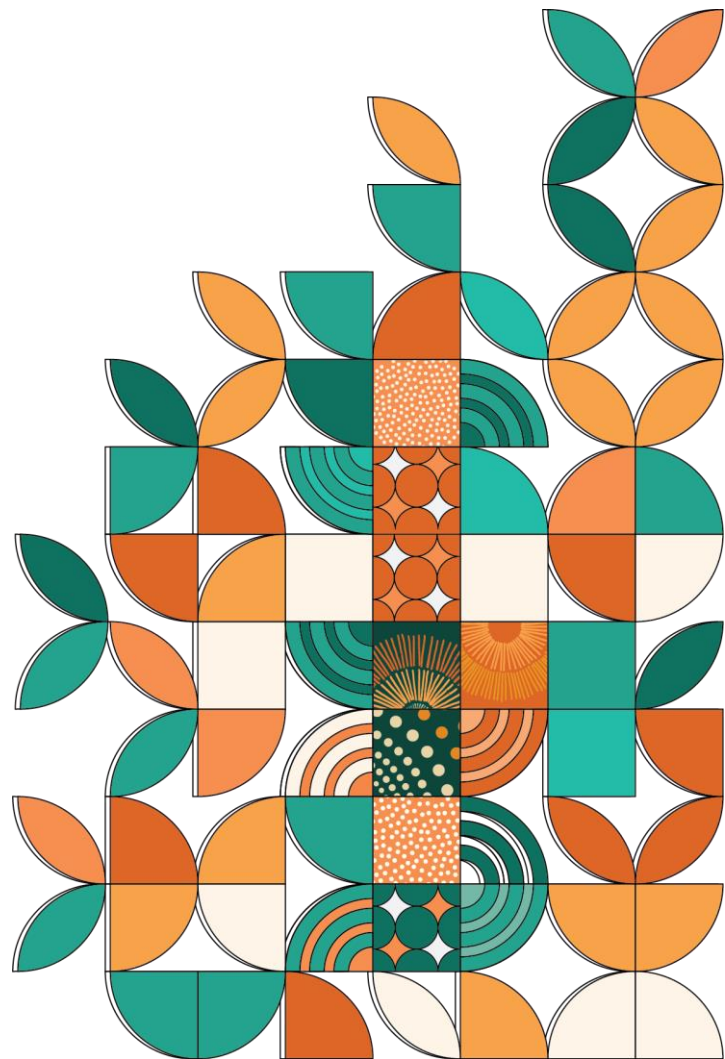




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# Admission and Enrolment Procedure



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## SECTION 1

### 1. Purpose

1.1 This document outlines the procedure for approving applications for admission and enrolling students, both international and domestic, in relevant courses, skill sets, or units of competency offered by Institute of Health and Nursing Australia (IHNA). This procedure ensures the student selection processes of IHNA are valid, fair, reliable, justifiable, and transparent. This procedure should be read in conjunction with the Admission & Enrolment Policy.

### 2. Scope

2.1 This procedure applies to all applications for admission and enrolment into courses offered by IHNA received by IHNA including applications from international students, Australian citizens, permanent residents, and applicants from culturally and linguistically diverse backgrounds.

2.2 This procedure is also relevant to staff of IHNA who handle and process student admissions and enrolments, decision-making committees, and stakeholders of IHNA.

2.3 This procedure provides a framework and requirements for IHNA to demonstrate it is compliant with State and National regulatory requirements as well as accreditation standards that relate to student selection, eligibility, and admission to nationally recognised courses, skill sets and accredited courses.

2.4 This procedure references the process and procedures required by the:

2.4.1 VET Student Loan Rules 2016

2.4.2 VET Student Loans Manual for Providers Version 4.2

2.4.3 Standard VET Funding Contract, Skills First Program

2.4.4 Business Rules of the VET (WA) Ministerial Corporation for the Purchase of Training Services

2.4.5 Smart and Skilled Operating Guidelines

### 3. Definitions

3.1 Refer to definitions provided in the Admission and Enrolment Policy.

## SECTION 2

### 4. Procedure

#### 4.1 Application and Enrolment Procedure

The IHNA website contains information about the courses available, Application and Enrolment Forms, related policies, and contact details. Prospective students requesting information regarding the courses will be contacted by an Admissions Officer and referred to the Course Brochures and the Student Handbook.

## **4.2 Entry Requirements and Admission Criteria**

4.2.1 IHNA's course brochures, Website and marketing materials provide prospective students with information on the following:

4.2.1.1 Entry Requirements: The entry requirements for each qualification as per the training package or other regulatory/accreditation bodies' directives

4.2.1.2 Admission Criteria: Criteria set by IHNA for prospective students seeking admission into a course to ensure that candidates meet industry requirements. Students must read and understand the entry requirements and admission criteria for the courses they are planning to enrol.

4.2.1.3 Any information provided as part of the application which is deemed to be false or unable to be verified by the applicant may be grounds to revoke the offer of a place at IHNA, regardless of whether the student subsequently accepted the offer by enrolling.

**NOTE:** IHNA has implemented this procedure to ensure that a student is not concurrently enrolled in two funded courses. This strategic measure aims to optimize student completion rates and foster a concentrated and supportive learning atmosphere. By adhering to this procedure, IHNA seeks to enhance the overall educational experience for students and maintain a focused academic environment.

## **4.3 Application Form**

4.3.1 The Application and Enrolment form is available on IHNA's website or from IHNA campuses. Students complete the application form and submit this with required evidence and documents.

4.3.2 AVETMISS data is collected using this form. Each application will be assessed by the Admissions Officer to determine if the applicant meets the Course Entry requirements and Admission criteria. Enrolment details are verified and the form and all other evidence and documents are uploaded into the student profile. Details for a new student will be entered into MS Dynamics365/or Knowledge Hub (KH) and all student documents will be uploaded in KH. If the applicant is an existing client, their details will be updated.

#### **4.4 Language, Literacy and Numeracy (LLN) Test**

- 4.4.1 A LLN Test (LLN Robo test is utilised by IHNA) is scheduled and conducted with all prospective VET Student Loan applicants.
- 4.4.2 All students are required to meet the relevant entry requirements for courses offered by IHNA.
- 4.4.3 IHNA's Student Recruitment and Admission Officer in conjunction with trainers and assessors is responsible for assessing the LLN tests submitted by applicants.
- 4.4.4 The Course Coordinator will formulate a strategy for each applicant in discussion with the Student Recruitment and Admission Officer based on the results of the LLN test. This strategy will be noted in the section "Identified Individual Needs" in the document 'Training Plan and Comprehensive Assessment Record' which is maintained for each student.
- 4.4.5 Trainers and Assessors access and review this document on a regular basis to update the progress of a student. Student support needs are also to be identified and regularly updated so as to provide the best support.

#### **4.5 English Language Proficiency**

- 4.5.1 All the international as well as domestic students choose to meet the IHNA course entry requirement by English language proficiency need to be assessed against the English language proficiency level required for the course according to Appendix 1: English Language Proficiency Requirements for Entry into IHNA Courses.
- 4.5.2 If an applicant has satisfactory English language proficiency test results OR meets an exclusion to English Language Proficiency Tests requirements (Appendix 1) (authenticated appropriately) and meets all other requirements, the applicant will be offered a place in the chosen course.
- 4.5.3 If an applicant does not meet the requirements of Appendix 1 and there are doubts about the English language skills to cope in an academic environment, the applicant will be advised to enrol in an English (EAP or ELICOS) course for an appropriate duration until the student achieves the required level of English proficiency.
- 4.5.4 All applicants must provide evidence of English language proficiency test scores or

evidence to substantiate any of the listed exclusions in Appendix 1.

#### **4.6 Course Entry Requirements**

4.6.1 Course-specific entry requirements may be set for any course at IHNA and may include:

4.6.1.1 Specified level of prior study or equivalent study

4.6.1.2 English-language requirements and significant work experience in the relevant field

4.6.1.3 Any other legislative or external requirements relevant to their eligibility to study

4.6.1.4 Minimum age, and

4.6.1.5 Access to computers and other electronic devices that are necessary in order to successfully participate.

4.6.2 In addition to the English language proficiency requirements (as per Appendix 1), applicants are also required to meet the minimum Course Entry requirements for IHNA courses:

4.6.2.1 Demonstration that the minimum academic requirements are met by either prior study or an equivalent recognised competency for the course the applicant is seeking to study. Refer Table 2 of Appendix 1

4.6.2.2 Certified copies of international qualifications and professional registrations will be assessed to establish an equivalent level in the AQF in order to establish eligibility against academic requirements. On-campus students can produce original certificates for verification at the time of enrolment.

4.6.3 If an applicant does not satisfy the entry requirements or Admission Criteria, they will be notified via email or a letter stating the reason for the rejection of their application. This communication will be recorded in the student profile along with the application form.

4.6.4 If the applicant is successful an Offer Letter and/or Confirmation of Admission, payment details and any other course specific requirements are e-mailed to or collected in person from the student.

4.6.5 The eligible students for the VET Student Loan will be sent a statement of covered fees along with the payment details.

**4.7 Supporting Documentation Evidence**

- 4.7.1 Admissions Officers are required to ensure that all applicants provide valid supporting documentation.
- 4.7.2 Certified copies of passport and Visa
- 4.7.3 Driving license and Medicare
- 4.7.4 Concession card (if applicable)
- 4.7.5 Address proof
- 4.7.6 Australian Year 12 certificate and Citizenship evidence (Applicable for students availing vet student loan)
- 4.7.7 Certified copies of Academic transcripts
- 4.7.8 Evidence of relevant discipline qualifications (e.g., HLT or CHC qualifications for nursing courses)
- 4.7.9 Evidence of meeting any applicable legal requirements such as obtaining a student visa
- 4.7.10 Evidence of English language proficiency as detailed in the Student Selection and Admission
- 4.7.11 Procedure prior to the scheduled commencement of delivery of the intended course.

**4.8 Selection and Offer**

- 4.8.1 The selection process at IHNA aims to be fair and transparent.
- 4.8.2 All admitted students must meet all entry criteria.
- 4.8.3 The responsibility to accept or deny applicants admission to courses at IHNA rests with the Course Coordinator or delegate.
- 4.8.4 The selection process includes IHNA course entry requirements being applied consistently and equitably to all applicants for a course.
- 4.8.5 When information provided in the application is insufficient to determine selection, a request for additional or supporting information may be made to the applicant.
- 4.8.6 Failure to provide additional or supporting information with the required timeframe may impact the capacity of IHNA to make an offer.
- 4.8.7 All completed applications will receive a formal selection outcome.
- 4.8.8 If an applicant has demonstrated meeting all the relevant criteria and evidence for admission, a formal offer letter to an IHNA course will be made in writing.
- 4.8.9 An offer in any other form, including verbal (e.g., in conversation) or written communication (e.g. email) will not constitute an unconditional offer of admission to an IHNA course.
- 4.8.10 Once all available places in an intake are filled, subsequent applicants may be allocated to the

next available intake.

#### **4.9 Criteria for exclusions to entry to a course at IHNA**

- 4.9.1 Includes a person who is currently excluded or suspended from study at IHNA.
- 4.9.2 Current or previous suspensions from other vocational or tertiary institutions may be considered grounds for not admitting a person to IHNA as part of the selection process.
- 4.9.3 An outstanding or unresolved debt to IHNA may be considered grounds for not admitting a person to IHNA as part of the selection process.
- 4.9.4 Applicants who have met the entry requirements but have previously been excluded from IHNA or any other institution on academic progress grounds must demonstrate that they have an improved likelihood of success in the course for which they are applying.

#### **4.10 Enrolment and Fees**

- 4.10.1 All applicants who received and signed an offer for admission to a course are eligible to enrol in that course in that intake by no later than the relevant enrolment deadline.
- 4.10.2 As per the Fees, and Refunds Policy, new students are required to pay fees for their first semester by the date specified in the letter of offer. Payment of tuition fees and charges is a condition of enrolment and must be paid in full by the agreed due date. Failure to pay will result in cancellation of the student's enrolment.
- 4.10.3 International students will receive a Certificate of Enrolment (CoE) upon payment of fees.

#### **4.11 Deferment of Studies: Before and After Course Commencement**

- 4.11.1 An applicant who has received an Offer letter may apply for deferment of their studies within five working days, following the process of deferment.
- 4.11.2 Applicants must submit a formal request for deferral through the IHNA Student Support Portal (Deferral Form)
- 4.11.3 An applicant whose deferral application is accepted will be issued a new Offer Letter with a new commencement date.
- 4.11.4 An applicant will be required to submit a new application for admission should the deferral period expire.
- 4.11.5 Should the deferral be for an international applicant, IHNA is required to report the deferral to the relevant government department via PRISMS.
- 4.11.6 The Course Coordinator or the Admissions Manager has the discretion to permit deferral for each intake of courses.
- 4.11.7 Should permitting deferral jeopardise the conduct of the program, deferral may not be

granted.

- 4.11.8 The period of deferment will normally be no longer than a year and will normally be until the first semester of the following year, unless a course is available for commencement in an earlier admissions intake.
- 4.11.9 IHNA does not guarantee the course offering will be available to the applicant at the end of the period of deferral.
- 4.11.10 Where the course is no longer available at the end of the period of deferral, IHNA may seek to make an appropriate alternate offer.
- 4.11.11 Current fees and any other requirements will be applicable on enrolment and commencement of studies.
- 4.11.12 At the end of the period of deferral the applicant will be invited to enrol, thereby accepting the offer. Failure to enrol by the relevant enrolment deadline may result in the offer lapsing.

## 5. Responsibility

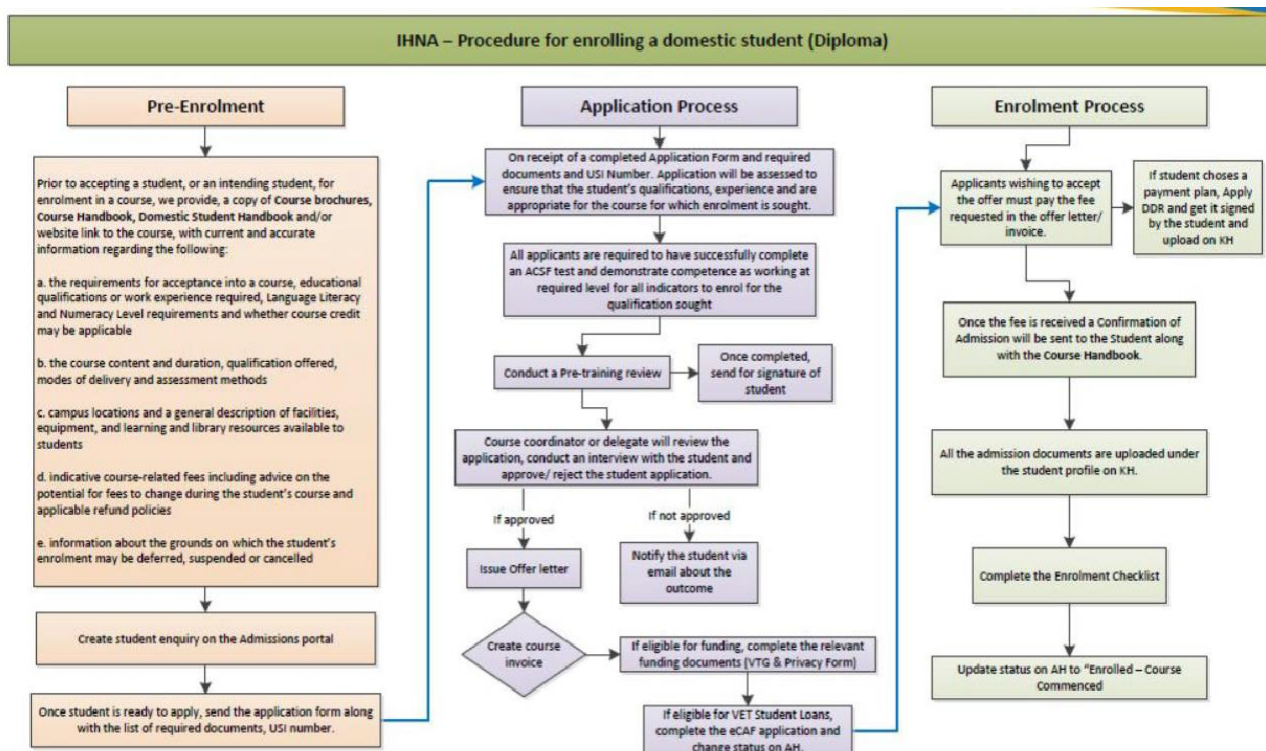
- 5.1 The IHNA Board of Directors is accountable for ensuring that this policy meets the requirements of the Standards for Registered Training Organisations 2015 including, but not limited to, the VET Student Loan, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled Funding and the Enrolled Nurse Accreditation Standards 2017 and is consistent with IHNA's obligations regarding the principles of access and equity.
- 5.2 The Chief Operations Officer (COO) is responsible for establishing the entry requirements, selection criteria and application assessment processes which are consistent with the requirements of relevant regulatory and accreditation standards.
- 5.3 Registrars are responsible for implementing the student selection process in accordance with this policy and ensuring that all students enrolled have met the entry requirements specified by IHNA and in the Training Product prior to accepting their application. Marketing Managers and the Quality Assurance team will assist the Registrars in this process.
- 5.4 National Training Managers are responsible for ensuring pre-training reviews (PTR) are conducted to determine the competency levels of applicants to tailor their training plans. They are to confirm if recognition of prior learning and/or credit transfer is applicable for an applicant prior to confirming their enrolment.
- 5.5 Student Support and Administration Officers are responsible for providing support for all potential students in accordance with the principles of access and equity as outlined in the

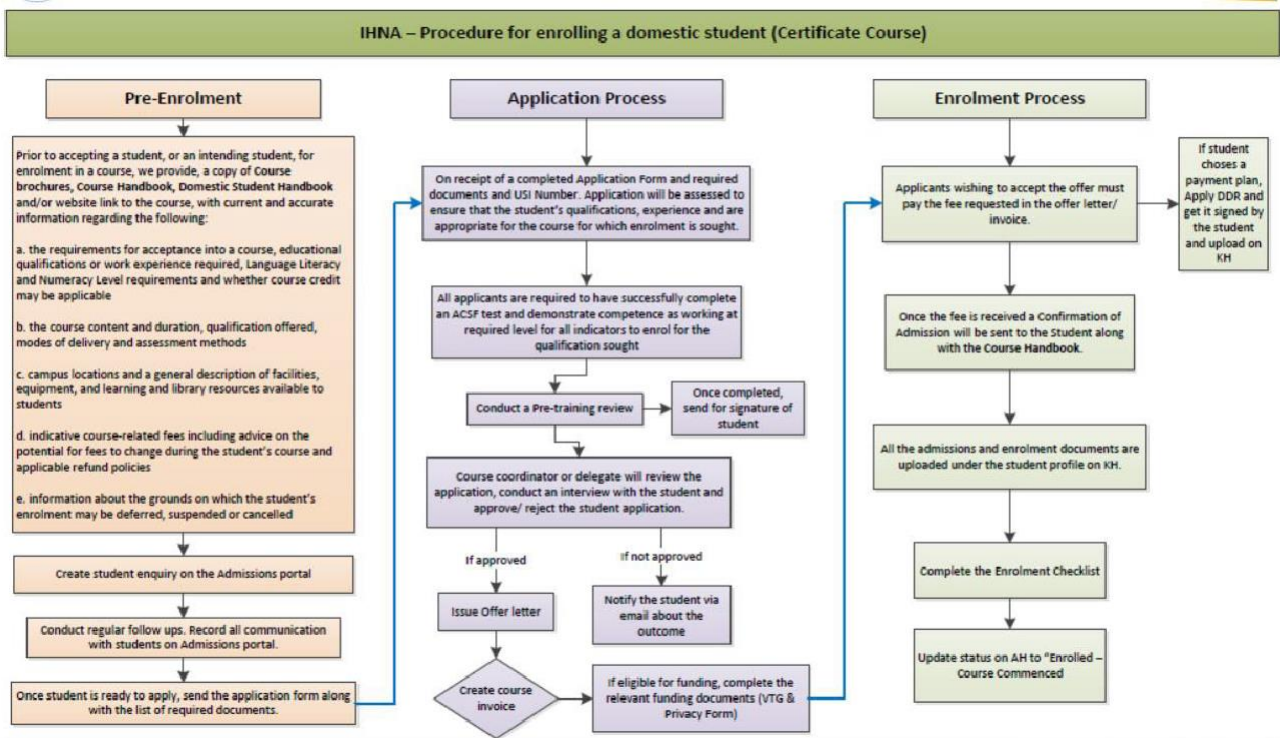


Access and Equity Policy.

5.6 Admissions Officers are responsible for the following:

- 5.6.1 Ensuring all information is accurately and completely entered into the Student Management System (including document uploads and communications)
- 5.6.2 Reviewing and assessing applications, including English-language proficiency and relevant courses' specific entry requirements
- 5.6.3 Requesting additional information from applicants (or Agents) as necessary
- 5.6.4 Communication of selection outcome
- 5.6.5 Letter of Offer processing to successful applicants
- 5.6.6 Issuing Certificate of Enrolment (CoE)





## SECTION 3

### 6. Associated Information

|                                   |   |
|-----------------------------------|---|
| <b>Related Internal Documents</b> | <ul style="list-style-type: none"> <li>● Access and Equity Policy</li> <li>● RPL and Credit Transfer Policy</li> <li>● RPL and Credit Transfer Procedure</li> <li>● Advertising and Marketing Policy</li> <li>● Admission and Enrolment Policy</li> <li>● Domestic Student Handbook</li> <li>● Application Form</li> <li>● Pre-Training Review document</li> <li>● Complaints and Appeals Policy</li> <li>● Skills First Funding application</li> <li>● Offer Letter</li> <li>● Offer Acceptance</li> </ul> |
|-----------------------------------|---|

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Training Plan</li> <li>• Victorian Privacy notice</li> <li>• Language, Literacy and Numeracy test</li> <li>• Student Orientation</li> <li>• VET Student Loan Manual</li> </ul>   |
| <b>Related Legislation, Standards, and Codes</b> | <ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for Registered Training Organisations 2015</li> <li>• <i>Education Services for Overseas Students Act 2000 (ESOS Act)</i></li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</li> <li>• Australian Core Skills Framework</li> <li>• Victorian VET Student Statistical Collection Guidelines -2020</li> <li>• Student Identifiers Act 2014</li> <li>• Equal Opportunity Act 1995</li> <li>• Human Rights and Equal Opportunity Commission Act 1986</li> <li>• Disability Standards for Education 2005</li> <li>• Enrolled Nurse Accreditation Standards 2017</li> <li>• Relevant State and Territory funding contracts and eligibility documents</li> <li>• VET Student Loan Rules 2016</li> <li>• VET Student Loans Manual for Providers, Version 4.2</li> <li>• 2022 Standard VET Funding Contract, Skills First Program</li> <li>• Smart and Skilled Operating Guidelines, NSW Department of Education</li> </ul> |
| Date Approved                                    | 04/03/2021  |
| Date Endorsed                                    | 12/03/2021  |
| Date of Effect                                   | 13/03/2021  |
| Date of Review                                   | 12/03/2024  |
| Approval Authority                               | Executive Management Committee  |

|                                 |  |
|---------------------------------|--|
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| IHNA DocID                      | IHNA-AEP2-5.0  |
| SRTO2015 Stds and sub-standards | Standards for RTOs 2015<br>- Clauses 3.5<br>- Clauses 5.1 to 5.3<br>- Clause 7.3 |

## 7. Change History

| Version Control |            | Version 5.0   |
|-----------------|------------|---|
| Version No.     | Date       | Brief description of the change, incl version number, changes, who considered, approved, etc.                               |
| 4.0             | 04/03/2021 | Separated Policy from Procedure, revised and updated with pertinent sections  |
| 5.0             | 28/02/2024 | Updated in new template and logo. Revised, edited with minor changes including adding Smart and Skilled funding information |