Student Selection
Guidelines

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RELATED DOCUMENTS:	BP002 Pre Training Review Business Process
	BP006 Compulsory School Aged Enrolments
	BP017 Management of Compulsory School Aged enrolments
	PPP013 Inclusion and Diversity Policy
	PPP141 Complaints Resolution Procedure
	PPP175 VSL Student Entry Procedure
	PPP184 English language requirements for admission to Diploma of Nursing

Introduction

South West Institute of TAFE is committed to optimising successful participation in vocational and further education regardless of gender, culture, age, location, disability or disadvantage.

Applicants are selected by fair, timely and transparent procedures, on the basis of clearly defined, consistent and merit based criteria.

Definitions

Entry requirement	a mandatory requirement relevant to the course including relevant accreditation, licenses, compulsory pre-entry checks and sometime age restrictions. Entry requirements are framed around curriculum, training package requirements and/or industry requirements and standards
Pre Training Review	The information gathering process which is undertaken prior to an applicant being offered a place in a course
Selection	making a choice of applicants from those who satisfy course entry requirements
Course Pre-requisite	A required pre-entry skill, qualification or unit of competency that must be obtained before selection can be considered.
Unit Pre-requisite	Dependency on a unit of competency that must be achieved prior to enrolment or resulting of another unit

Scope

These guidelines apply to all relevant programs of study offered by the Institute with the exception of:

- Non accredited courses where entry requirements do not apply

- Courses being delivered under a restricted access arrangement with an employer or industry body where enrolment is limited or restricted to employees of the employer or industry body. However, the student's will still need to demonstrate require LLN and aptitude to undertake the AQF level qualification or course and may be subject to funding eligibility requirements.

Principles

1. Enrolment in Institute programs should provide a prospective student with a reasonable chance of success and/or be appropriate for their individual needs and capabilities. This will be determined on the basis of information provided by the prospective student and/or their representative and outcomes of SWTAFE's Pre Training Review process.

2. All prospective students must have access to documentation of any entry requirements including pre-requisites and/or required skills level for the curriculum, and application and selection processes for all programs of study for which they wish to make application.

3. Prospective students who meet the entry requirements for the course will be considered for enrolment into that course. However, meeting entry requirements for a course does not necessarily guarantee a place, as other factors will need to be taken into consideration.

4. Where demand exceeds the number of places, selection of students is based on specific criteria which seek to identify applicants most likely to succeed with the course. Selection criteria are documented in the Training and Assessment Strategy (TAS) relevant to the cohort. In these cases, applicants must be advised that a merit based selection process will be undertaken and will involve a series of elements such as interview, presentation of portfolio and attendance at an Information Session.

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5. Where an individual course has no documented selection criteria, or where the selection criteria are applied and do not sufficiently limit the number of students, SWTAFE will accept enrolments into the individual course until the maximum number of student places have been allocated after which applicants will be placed on a waiting list.

6. Appropriately qualified and experienced staff will assess each applicant to ensure they meet the entry requirements and are appropriate for the course.

7. Documentation detailing the entry requirements and selection process used, and providing reasons why a student was or was not selected, must be maintained as follows:
   ▪ in the case of an unsuccessful applicant; for one year following the completion of the selection process
   ▪ in the case of a successful applicant; for one year following completion or withdrawal from the course.

8. Grievances relating to selection will be dealt with in accordance with SWTAFE's *Complaints Resolution Procedures (PPP141)*

Selection process

South West TAFE's process for selecting students has three parts:

1. **Application** – using the "Apply Now" process from South West TAFE's web. Applicants are sent an email providing additional information about the process and invited to complete the Pre Training Review process.

2. **Assessment** – initially applicants are required to meet the entry requirements set for each course and complete the SWTAFE's nominated Pre training Review process which includes a review of their Language Literacy and Numeracy (LLN) capabilities. A relevant teacher evaluates their application and makes a determination of their suitability for the course and identifying any supports (personal or educational) that may be required.

3. **Selection** – if demand exceeds the number of places available, then a selection process will be undertaken from the pool of applicants who have met the entry requirements. An offer to enrol is made by issuing an enrolment form (or link to the online enrolment) to the student.

The three processes can occur concurrently or separately depending on the individual department's requirements.

It is the responsibility of each Course Coordinator or Senior Educator to manage the student entry requirements and selection process according to the principles of fairness, consistency, transparency and efficiency.

Pre Training Review

The Pre Training Review (PTR) is a mandatory and critical element of the student selection process. It should be viewed as best practice assisting our students to be successful in their educational endeavors. Success can ultimately lead to their ongoing engagement with South West TAFE to undertaken additional study.

The Department has an ongoing expectation that students are provided with high quality training and assessment that is suitable and appropriate to the individual. The Pre Training Review requirement has been implemented to ensure there is a focus on meeting the needs of the individual taking into account their existing educational attainment, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of new competencies and skills.

In addition, ASQA and the VET Student Loans also reference the requirement to assess a student's suitability for a course and their ability to meet the AQF level learning requirements prior to enrolment. To this end, completion and consideration of the Pre Training Review assists with these requirements.

The PTR process is outlined in the Business Process - *BP002 Pre Training Review*.

English language requirements for admission to Diploma of Nursing:

Applicants seeking to enter the Diploma of Nursing must demonstrate that they have achieved the NMBA specified level of English language skills, prior to enrolling in the course. All applicants for the Diploma of Nursing are informed of the English language requirements at a mandatory information session. A flowchart and information sheet is provided during this information session to further assist in their understanding of the requirements. Refer to SWTAFE's documented procedure *PPP184 English Language requirements for admission to Diploma of Nursing*

Compulsory school age or disengaged students:

Students under the age of 17 who are disengaging from their secondary school are required to be enrolled in consultation with Department of Education. Once a student has demonstrated that they meet the entry requirements for a course and are identified as being under the age of 17, irrespective of the course they are seeking enrolment, their clearance for enrolment is managed through the Office of the Registrar. Refer to *BP006 Management of Compulsory School Aged Enrolments*

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