

STUDENT ELIGIBILITY AND SELECTION FOR ACCREDITED COURSES

Policy



RESPONSIBLE COMMITTEE:	Curriculum Committee
CATEGORY:	Student Information and Services
DATE APPROVED:	5 December 2007
DATE OF NEXT REVIEW:	September 2008
RELATED POLICIES AND DOCUMENTS:	Access and Equity Policy Student Records Management Procedures Equal Opportunity Guidelines Recognition of Prior Learning Procedures Student Eligibility and Selection Guidelines Grievance Resolution Policy Grievance Resolution Procedures

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. The Institute is also committed to responsiveness to clients with special needs.

Definitions

Entry requirements	Minimum standard relevant to the course
Eligibility	Fulfillment of entry requirements
Selection	Making a choice of applicants from those who satisfy eligibility criteria

Scope

This policy applies to all relevant programs of study offered by the Institute with the exception of:

- apprenticeships and traineeships where an external agency selects the applicants
- Fee for Service courses (eligibility criteria may still apply)
- any course where the eligibility and selection process is undertaken by an external body/agency, (for example, joint courses)
- any course where an external agency imposes conditions.

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.
2. All prospective students must have access to documentation of eligibility criteria, and application and selection processes for all programs of study for which they wish to make application.
3. Only prospective students who meet the entry requirements for the course will be considered eligible to enrol in that course. However, being eligible to enrol in a course does not necessarily guarantee a place, as eligible applicants may need to undergo a selection process if demand exceeds the number of places available.
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.
5. Where there are no documented selection criteria, or where the selection criteria are applied and do not sufficiently limit the number of students, the successful applicants may be chosen by lot drawn from the pool of all eligible applicants, or in order of registration of interest.
6. Appropriately qualified and experienced staff will assess each applicant to ensure their suitability for the course.

7. Documentation detailing the eligibility and selection process used, and providing reasons why a student was or was not eligible or 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 eligibility and selection will be dealt with in accordance with the Institute's Grievance Policy and Procedures.

Enrolment process

The Institute's process for selecting students has three parts:

- **Application** – according to the relevant department procedures.
- **Eligibility** – initially applicants are required to meet the entry requirements set for each course.
- **Selection** – if demand exceeds the number of places available, then a selection process will be undertaken from the pool of eligible applicants.

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

It is the responsibility of each course coordinator to manage the student eligibility and selection process under the principles of:

- fairness
- consistency
- transparency
- efficiency.

Access and equity

The Institute is committed to adhering to access and equity principles in the implementation of this policy, but may from time to time undertake special affirmative action measures to increase the participation of particular target groups in selected programs of study.