

STUDENT SELECTION Policy



RESPONSIBLE COMMITTEE:	Curriculum Committee
CATEGORY:	Student Information and Services
DATE APPROVED:	25 February 2009
DATE OF NEXT REVIEW:	September 2009
RELATED POLICIES AND DOCUMENTS:	Access and Equity Policy Student Records Management Procedures Enrolment of Compulsory School Age Students Policy Enrolment of Compulsory School Age Students Procedures Complaints Resolution Procedures VET FEE-HELP Policy

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 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, courses conducted jointly with a university)
- any course where an external agency imposes conditions.
- 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.

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 any 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 an individual course has no documented selection criteria, or where the selection criteria are applied and do not sufficiently limit the number of students, the Institute will accept enrolments into the individual course until the maximum number of student places have been allocated.
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 [Complaints Resolution Procedures](#)

Special entry consideration:

As part of our commitment to equity in accessing education, prospective students of good academic potential may apply for special consideration if they have experienced disruption or disadvantage, and therefore may not gain entrance to the course of their choice.

Examples of the types of issues that would be given special consideration include personal illness or trauma; physical, psychiatric, psychological or learning disability, adverse home environment and/or responsibilities, language difficulties, or financial hardship.

Applicants still have to demonstrate the ability to achieve a positive educational outcome.

Direct entry applications for Special Entry Consideration must be made in writing to the Client Services Manager and will be assessed on a case by case basis. Applicants may be requested to attend an interview or provide further information to allow an assessment of the request to be made. Students applying through the VTAC will use the VTAC SEAS application process.

Enrolment process

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

1. **Application** – according to the relevant department procedures.
2. **Eligibility** – initially applicants are required to meet the entry requirements set for each course.
3. **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 according to the principles of fairness, consistency, transparency and 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.