

ADMISSIONS POLICY

1 PURPOSE AND SCOPE

- 1.1 The Admission Policy for AHETI outlines the fundamental principles that govern the process of gaining entry to AHETI's qualifications and units. This admission procedure comprises several key stages, namely: application, pre-enrolment, enrolment, and orientation.
- 1.2 This Policy provides a framework for prospective students seeking to undertake qualifications and units through AHETI.
- 1.3 This policy complies with all the legal and regulatory requirements and quality standards associated with the selection and enrollment of students in AHETI's qualifications and units.
- 1.4 AHETI Admissions Policy is relevant for both domestic and international candidates applying for admission to AHETI qualifications and units, as well as for all personnel participating in the admissions decision-making and procedures.

2 DEFINITIONS

- 2.1 In the context of this Policy and its related Procedures, the following definitions are applicable:
 - i. AQF – the Australian Qualifications Framework
 - ii. ASQA – Australian Skills Quality Authority, the national Vocational Education and Training (VET) regulator for AHETI.
 - iii. Qualification – A certified accreditation that acknowledges the successful conclusion of an AQF course, equipping an individual for both employment and further educational and training opportunities.

- iv. RTO – Registered Training Organisation
- v. Services – Instruction, evaluation, associated educational and support services, and/or any activities linked to the promotion or recruitment of potential students.
- vi. USI – Unique Student Identifier.
- vii. Unit – Unit of Competency. A qualification comprises several units, and each unit can undergo individual assessment and recognition.
- viii. VET – Vocational Education and Training.

3 POLICY STATEMENT

- 3.1 This policy ensures a methodical and equitable approach to student application, selection, enrollment, and orientation for AHETI qualifications and units. The procedures for student selection and admission are designed to be fair, based on merit, and aim to assess individual capabilities and readiness to successfully complete their chosen qualification or unit(s).
- 3.2 This policy is formulated to promote the inclusion of a wide range of non-traditional and diverse student populations.

**AHETI**Transforming Aspirations into
Australian Health Careers

4 PRINCIPLES

- 4.1 Students enrolled in a qualification or unit are expected to possess the necessary academic readiness and English language proficiency required for their intended studies. All applicants, especially those who cannot provide proof of relevant qualifications, will undergo Language, Literacy, and Numeracy (LLN) testing to identify any potential limitations that might hinder their progress and successful completion. In cases where LLN testing reveals areas of concern, the applicant may be requested to undergo an additional verbal assessment. If any support services are deemed necessary to assist a specific applicant, AHETI will make referrals to the appropriate services.
- 4.2 AHETI outlines clear admission requirements and processes. It ensures that accurate, pertinent, and timely information is readily available and accessible to all, including students with special needs, to facilitate well-informed decisions regarding access to educational offerings and experiences.
- 4.3 AHETI applies admission requirements and processes consistently and impartially, ensuring that admission decisions assess the relative merit of eligible applicants, taking into account prior accomplishments and equal opportunities.
- 4.4 During the application and enrollment process, AHETI ensures that prospective applicants are furnished with comprehensive information on course details, student rights and responsibilities, and AHETI's obligations.
- 4.5 In the case of qualifications or units that receive funding or government subsidies, AHETI ensures that applicants are provided with and comprehend information related to eligibility and other requirements for accessing the funding or subsidies. Eligibility criteria for funding or subsidies must be met in full prior to student enrollment.



AHETI

Transforming Aspirations into
Australian Health Careers

- 4.6 Applicants are admitted to AHETI's qualifications and units only when they furnish suitable proof of identity, a Unique Student Identifier (USI), or the authorisation to create a USI, and meet all relevant entry criteria. These criteria could involve extra screening assessments and prerequisites, which might include prior academic accomplishments.
- 4.7 AHETI is committed to informing applicants that enrolling in a qualification or unit at AHETI is subject to protection under [Australian Consumer Law](#). These protections cover aspects such as unfair contract terms, consumer guarantees, and unethical sales practices. Students agree to the terms and conditions of enrollment by enrolling and signing an application for enrollment.
- 4.8 AHETI provides an orientation program to furnish students with pertinent information about AHETI's administrative, training, and assessment services, ensuring their effective involvement in qualifications and units.
- 4.9 AHETI will ensure that admission agreements with students, or, if legally mandated, with their parent or guardian, are documented and encompass specific terms related to enrollment and participation.

5 ROLES AND RESPONSIBILITIES

- 5.1 The responsibility for implementing this Policy within AHETI rests with the AHETI Director, who has the authority to delegate some or all of these responsibilities to an AHETI staff member.
- 5.2 The AHETI Director, or their delegate, bears responsibility for:
 - i. Approving admission criteria.
 - ii. Receiving and examining reports from Lead Trainers and Coordinators regarding student participation, progress, and completion, in order to inform admission standards.



AHETI

Transforming Aspirations into
Australian Health Careers

- iii. Creating any specific admission criteria for particular courses to ensure that students possess the requisite knowledge and skills for success in those courses.
- iv. Evaluating all applications against the established minimum admission requirements



For more information	
 Website	www.aheti.com.au
 Email	support@aheti.com.au

