

**AHETI**Transforming Aspirations into
Australian Health Careers

ADMISSIONS PROCEDURE

1 PURPOSE

- 1.1 The Admissions Procedures are established in accordance with AHETI's Admissions Policy to ensure that:
 - i. Admissions requirements and processes are clearly documented and applied in a fair, consistent, and objective manner.
 - ii. Admitted students possess the necessary academic qualifications, meet age requirements, and demonstrate English proficiency suitable for their intended studies. They should not have any known limitations that would hinder their progress and successful completion.
 - iii. Admission and any contractual agreements with students are documented in writing. This includes specifying any unique enrollment conditions and participation requirements for specific qualifications and units that may not be applicable to other courses more broadly.
- 1.2 This Procedure also outlines the processes that AHETI will follow to ensure that, before students enrol and before fees are accepted, they are fully informed about their rights and responsibilities, including:
 - i. Providing comprehensive information about all charges associated with their intended studies, including the potential for changes in fees during the course.
 - ii. Explaining whether a Language, Literacy, and Numeracy (LLN) assessment is required to assess their suitability for the program.
 - iii. Clarifying the arrangements and potential eligibility for Recognition pathways.



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- iv. Addressing changes to or withdrawal from offers, acceptance, enrollment, tuition protection, and the procedures for refunds of charges.

- 1.3 This procedure also outlines the requirements for AHETI courses leading to qualifications and Statements of Attainment.

2 SCOPE

- 2.1 The Admissions Procedure is applicable to both domestic and international individuals seeking admission to AHETI qualifications and units, as well as all personnel participating in the admissions process.

3 PRE ADMISSIONS

- 3.1 AHETI may arrange an Information Session for all applicants before the course commences. This session, led by the Lead VET Trainer and Assessor (or delegate), aims to provide comprehensive information about the course. It assists applicants in gaining a better understanding of the course structure and its requirements.
- 3.2 Every potential student will receive an enrollment package, which includes the course application form, course information, Student Handbook, and additional documents specific to the course. This package may also encompass a Credit Transfer form and/or an RPL Expression of Interest application form if these topics were discussed during the initial inquiry.
- 3.3 Students are required to complete the application form and any additional course-specific documents. To be eligible for admission to an AHETI qualification or unit, an applicant must meet AHETI's minimum admission criteria, including any course-specific prerequisites.
 - i. Minimum age requirements for admission:
 - a. Applicants under the age of 18 must obtain parental or guardian consent to enrol.



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- b. The national standards for the minimum age for vocational training programs stipulate 15 years at the time of enrollment. However, this may vary depending on the specific course chosen by applicants. For instance, courses such as Responsible Service of Alcohol (RSA) and Responsible Conduct of Gambling (RCG) short courses have a minimum age requirement of 17 for application.
- ii. Prerequisite academic requirements for specific courses:
 - a. Certain courses have compulsory minimum academic prerequisites. Applicants are informed about these requirements before enrolling.
 - b. For the TAE40116 Certificate IV in Training and Assessment, applicants must demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency encompasses broad industry knowledge and experience, which may include holding a relevant unit of competency or qualification.
- iii. Some qualifications and short courses may have additional requirements, including but not limited to:
 - a. Health requirements.
 - b. Eligibility to study/Visa conditions.
 - c. Requirements for security checks, such as Police Checks and Working with Children Checks.
 - d. Specific language requirements.
 - e. Specific requirements for work placements.

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4 APPLICATION FOR ADMISSION

- 4.1 It is essential to assess an applicant's suitability and capacity for a particular course and the specific level of study. This assessment includes identifying any additional support services necessary to help the student successfully complete the qualification.
- 4.2 The Student Administration Officer, or their representative, reviews the enrollment application to ensure it is complete and contains all required documentation, including:
- i. A fully filled-out application form.
 - ii. Acknowledgment of the conditions and responsibilities of a student, as outlined in the Student Declarations and Privacy Statement within the application form.
 - iii. Confirmation of understanding the information provided in the Student Handbook.
 - iv. Copies of identification (which may include Driver's License, Photo ID, Student ID, Passport, Medicare, Birth Certificate).
 - v. Documentation of Visa conditions.
 - vi. Unique Student Identifier (USI).
 - vii. Completion of any course-specific documentation.
 - viii. Filling out a Credit Transfer Form and/or an RPL Expression of Interest application form if applicable.
 - ix. Academic transcripts and copies of qualifications where relevant (if applicable).
 - x. Resumes, proof of work experience, portfolios (if applicable).



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- xi. An interview, if required.
- 4.3 If the application is incomplete, it will be returned to the applicant. It will only progress to the next stage once it is fully complete. If any special considerations are necessary, such as fee adjustments or payment options, or staff benefits, the application will be referred to the AHETI Director.
- 4.4 The Student Administration Officer, or their representative, assesses all information provided by applicants. Those who meet the initial course-specific admission criteria are tentatively enrolled in the Student Management System (SMS) for the relevant course.
- 4.5 If an applicant indicates on the application form that they have a learning disability necessitating support, a discussion with the applicant will be initiated. Learning support options, including Assistive Technology (AT) devices or systems designed to aid individuals with learning challenges, will be offered. These provisions will be documented in a Student Support Plan outlined in the Letter of Offer (as described in Section 5.4).
- 4.6 Applicants for all qualifications and units mentioned below may be required to complete the prerequisite LLN component or another course-specific pre-approved pathway. This determination will be made based on an assessment of the information provided in Clauses 4.1 and 4.2 or in accordance with any funding body requirements (if applicable).
- 4.7 Once this assessment is made, the applicant will receive an email confirming their application and providing a link to access the prerequisite LLN component, if necessary. For more information on the LLN component, please refer to Section 7. In cases where other course-specific entry pathways have been pre-approved, these will be detailed in the Training and Assessment Strategy. If an applicant requests an academic review, the Lead VET Trainer and Assessor are responsible for overseeing this process.

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- 4.8 Some applicants may be required to undergo an interview, either in person or remotely, as part of the admission process. The decision to conduct an interview is based on any concerns raised by the Student Administration Officer after reviewing the application documentation. The interview serves as an additional means of assessing the applicant's suitability. If an interview is necessary, the Student Administration Officer will contact the applicant to explain its purpose.
- 4.9 Following the interview, the Student Administration Officer will determine whether the applicants meet the initial course admission requirements. This outcome will be recorded in the student's SMS file.
- 4.10 Applicants who do not meet the initial course-specific admission requirements will receive an email informing them of this decision and providing reasons for the non-acceptance of their application.

5 ADMISSION ACCEPTANCE

- 5.1 Applicants will receive a notification regarding their admission decision within seven (7) days after they have submitted their application, completed their LLN assessment (if necessary), or fulfilled another course-specific pre-approved pathway.
- 5.2 Unsuccessful applicants will be informed via email, with the reasons for their application being declined provided.
- 5.3 Successful applicants will be issued a Letter of Offer.
- 5.4 The Letter of Offer will contain the following information:
 - i. Course details, including start date, duration, location, and enrolled units.
 - ii. Fee details, payment deadlines, and available payment options.



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- iii. Disclosure of all charges related to their intended studies, along with information about potential changes in charges during their studies.
 - iv. Policies related to modifications, withdrawals, acceptances, enrollments, tuition protection, and refunds. Access to all policies and procedures pertaining to students.
 - v. Inclusion of a Student Support Plan (if the student has not met the minimum LLN levels warranting a Support Plan or if the student has discussed specific support requirements).
 - vi. A weblink to access AHETI's Policies and Procedures.
- 5.5 For deferring a course, please refer to the Fees and Refunds Policy and Procedure.
- i. In fee-for-service courses, successful applicants have the option to defer their place in the course provided that all fees are paid.
 - ii. In government-funded programs or student loan arrangements, successful applicants can defer their fees in accordance with the terms and conditions of the funding agreements.
- 5.6 If a course has any particular conditions of enrollment or mandatory participation that do not apply to other courses more generally, the Letter of Offer will outline these specifics, which may include:
- i. Health requirements.
 - ii. Security clearance prerequisites.
 - iii. Specific language prerequisites.
 - iv. Special requirements for work placements.



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- 5.7 Once the applicant fulfils all the requirements of the admission process and AHETI has received the initial course fee payment, their status in the SMS is updated from 'tentative' to 'in progress' for the relevant course.
- 5.8 A 'Welcome Email' will be dispatched to the student to confirm their enrollment, and this email will be sent at least five (5) days before the commencement of classes. The 'Welcome Email' will provide the following details:
 - i. Course start date and time.
 - ii. Course location and classroom specifics (if applicable), or online access instructions.
 - iii. Campus security guidelines.
 - iv. Parking instructions.
 - v. List of items to bring for training.

6 ADDITIONAL CONSIDERATIONS

- 6.1 The AHETI Director may appoint a Student Administration Officer to make selections on the Director's behalf. The Student Administration Officer will identify applicants who fulfil the course entry prerequisites, including minimum academic criteria.
- 6.2 AHETI retains the right to request an applicant's authorisation to obtain additional information about the applicant from relevant external organisations.
- 6.3 Any staff member involved in a selection decision who has, might have, or could be perceived to have a conflict of interest must disclose this conflict to the AHETI Director.

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- 6.4 If any staff member involved in a selection decision becomes aware of any attempt to violate the Admissions Policy, they must promptly inform the AHETI Director.
- 6.5 If the Student Administration Officer is uncertain about whether an applicant is suitable for admission, they can escalate the application to the AHETI Director.

7 LANGUAGE, LITERACY AND NUMERACY (LLN) ASSESSMENT OR OTHER PRE-APPROVED COURSE PATHWAY

- 7.1 Certain courses or funding arrangements may offer pre-approved pathways to fulfil LLN requirements. Applicants enrolling in these specific courses must provide substantial evidence aligned with predetermined benchmarks. Their existing skill levels must align with the threshold entry levels for each of the five core skills in the particular qualification or unit profile.
- 7.2 If an applicant fails to provide adequate evidence, they will need to take the LLN test before entering the course. The evidence will be assessed by the Student Administration Officer and, if necessary, the Course Trainer.
- 7.3 The LLN test, or other pre-approved pathways specific to the course, assesses the required language, literacy, and numeracy proficiency for the course levels, aiding in the determination of academic suitability.
- 7.4 The LLN test requirements are as follows:
 - i. Applicants are allowed only one attempt at the LLN test unless exceptional circumstances, such as technological issues or illness, necessitate a second attempt. Any second attempt must be documented in the applicant's file, along with an explanation provided by the Student Administration Officer.



- ii. To gain admission to a unit or qualification, an applicant's results must meet the acceptable entry threshold levels for each of the five core skills in the qualification or unit profile.
- iii. If an applicant's result falls two (2) points below the maximum threshold entry level in just one (1) of the five (5) core skill areas, the Student Administration Officer contacts the applicant to discuss their results.
- iv. The Student Administration Officer can grant entry to the qualification or unit based on the applicant's verbal agreement to be placed on a Student Support Plan, which provides additional support for the identified lower core skill throughout their studies. Once the student agrees verbally, the Student Administration Officer notes this in the student's file on the SMS. The Student Administration Officer creates the Student Support Plan, saves it in the student's file, and sends it to the course trainer and student. The applicant's information is added to the Student Support Register.
- v. If the applicant's results fall two (2) or more points below the maximum threshold entry level in more than two (2) core skills within the qualification or unit profile, the student will not be granted entry into the qualification or unit. Alternative options for more suitable programs may be explored with students upon request.
- vi. If the result is three (3) or more points below the maximum threshold entry level in any one or more of the core skill areas, additional options for alternative, more appropriate programs may be discussed with students upon request. The student will not be eligible for entry into the unit or qualification.



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8 LANGUAGE, LITERACY AND NUMERACY (LLN) ASSESSMENT OR OTHER PRE-APPROVED COURSE PATHWAY

- 8.1 Any complaints or appeals should be submitted in writing to the AHETI Director. Please consult the AHETI Student Complaints and Appeals Policy for additional details.



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For more information

	Website	www.aheti.com.au
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