

Policy

AMA RTO applicants are assessed and admitted using fair, equitable and transparent procedures on the basis of clearly defined, consistent, and equitable criteria.

AMA RTO adheres to policies and procedures for verifying applicants' credentials and the granting of course credit. In this way, AMA RTO is satisfied that the admission requirements ensure that students entering a course have an adequate basis of knowledge and skills to successfully undertake the studies proposed in the course. AMA RTO also ensures that admission requirements do not present unreasonable barriers to access and equity.

A student who has completed, or partly completed, another qualification from a University or other approved higher education institution or Registered Training Organisation (RTO) may apply for course credit for their previous study towards a qualification or units of study or competency within a qualification. (Refer to the Recognition of Prior Learning Credit Transfer Policy and Procedure).

Purpose

Admissions to courses are determined on the basis of the course entry requirements, course pre-requisites and course admission requirements. AMA RTO recognises that this can be measured by formal qualifications and by means other than formally recognised educational attainment. AMA RTO assesses all applicants through procedures that are fair, equitable and transparent.

Scope

This policy applies to all application received by AMA RTO.

Responsibility

The CEO has overall responsibility for the implementation of this procedure.

Application and Admission process

The following process applies to all application received by AMA RTO:

- (a) Prospective student to complete the online application forms or the appropriate application pack provided by AMA RTO which as a minimum must include:
 - a. Application form
 - b. Pre enrolment review
 - c. LLN questionnaire
- (b) AMA RTO to review information included in the application and assess them against:
 - a. Course entry requirements (if applicable)
 - b. Course Pre-requisite (if applicable)
 - c. Course admission requirements
- (c) AMA RTO to determine whether the course of study selected by the prospective student is the most suitable course of study

- (d) When appropriate, AMA RTO may contact the prospective student to seek additional information
- (e) If application is successful, AMA RTO will provide the prospective student with an enrolment offer and with the relevant statement of fees
- (f) If application is not successful, AMA RTO will provide the prospective students with a written notification detailing the reason for the decision
- (g) Successful applicants will have to formally accept the enrolment offer and pay the relevant fees before being enrolled in their selected course of study
- (h) Unsuccessful applicants may appeal the decision made by AMA RTO by following the appeal process detailed in the AMA complaints and appeal policy

Additional Steps for Prospective students applying for Victoria Training Guarantee (VTG)

The following additional steps apply to all Prospective students applying for Victoria Training Guarantee (VTG):

- (a) Prospective student to complete and return the Victorian Training Guarantee 2016 Evidence of Student Eligibility and Student Declaration form as part of the application submission
- (b) Prospective student to provide AMA RTO with original certify copy of ID
- (c) AMA RTO to assess VTG eligibility against its eligibility criteria and determine whether prospective student is entitled to VTG funding
- (d) Successful applicants will received written confirmation and the statement of fee will be amended accordingly
- (e) Unsuccessful candidates will receive a written notification detailing the reason for the decision and a statement of fees for full fee paying students
- (f) Successful applicants will have to formally accept the enrolment offer and pay the relevant fees before being enrolled in their selected course of study
- (g) Unsuccessful applicants will have to formally accept the enrolment offer and pay the relevant fees before being enrolled in their selected course of study. Alternatively unsuccessful applicants may appeal the decision made by AMA RTO by following the appeal process detailed in the AMA complaints and appeal policy

Student Eligibility for Victorian Training Guarantee Program (VTG)

General Criteria

An individual is eligible for VTG if they are

- (a) Australian Citizen, a New Zealand Citizen or hold a permanent visa and be:
 - a. under 20 years of age (as at 1 January the year of the agreement is held) and seeking to enrol in nationally recognised training; or
 - b. over 20 years of age (as at 1 January the year of the agreement is held) and seeking to enrol in nationally recognised training in an Approved Foundation Skills List course; or
 - c. over 20 years of age (as at 1 January the year of the agreement is held) and seeking to enrol in nationally recognised training as an Apprentice (not Trainee); or
 - d. over 20 years of age (as at 1 January the year of the agreement is held) and seeking to enrol in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior); or

- e. over 20 years of age (as at 1 January the year of the agreement is held) and seeking to enrol in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

2 in a year and 2 at a time: determining the number of courses in which an individual is eligible to commence/undertake in 2016

For the purpose of VTG eligibility, the following apply:

- (a) an individual is eligible to commence a maximum of two government subsidised courses in 2016.
- (b) an individual is eligible to undertake a maximum of two government subsidised courses at any one time in 2016.
- (c) the following scenarios will not be counted towards the course maximum outlined above:
 - a. if an individual is transitioning from a superseded qualification to the current version of the same qualification;
 - b. if an individual is recommencing training in the same qualification (at either the same or a different provider); or
 - c. If an individual is seeking to enrol in an apprenticeship (not traineeship) after having participated in one of the Pre-Apprenticeship and Pathway Qualifications identified at Attachment 2 of the 2016 Guidelines about Determining Student Eligibility and Supporting Evidence.

2 at level: determining the number of courses previously commenced

For the purpose of VTG eligibility, the following apply:

- (a) an individual is eligible to commence a maximum of two government subsidised courses at the same AQF level in a lifetime.
- (b) the following scenarios will not be counted towards the course maximum outlined above:
 - a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions;
 - b. qualifications listed in the Foundation Skills List (Attachment 1 016 Guidelines about Determining Student Eligibility and Supporting Evidence);
 - c. any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
 - d. where an individual is transitioning from a superseded qualification to the current version of the same qualification; and
 - e. where an individual is recommencing training in the same qualification (at either the same or a different provider).

An individual is not eligible if they are;

- (a) a student enrolled in a school and seeking to enrol in accredited vocational education and training (VET) that has been arranged by, or in conjunction with, the school (excluding a School Based Apprentice/Trainee). Government schools are responsible for funding these opportunities for VET through their Student Resource Package (SRP) allocation, including targeted VET in Schools funding. Non-government schools make similar decisions for students on the basis of the resources available to them. This, of course, does not preclude an individual of school age accessing VET opportunities separate to and outside of their school education; or

- (b) a prisoner within the meaning of the Corrections Act 1986 who is held at any one of the following custodial settings:
- a. Ararat Prison
 - b. Barwon Prison
 - c. Beechworth Prison
 - d. Dame Phyllis Frost Centre
 - e. Dhurringile Prison
 - f. Langi Kal Kal Prison
 - g. Loddon Prison
 - h. Marngoneet Correctional Centre
 - i. Tarrengower Prison
 - j. Truganina (Metropolitan Remand Centre)
 - k. West Melbourne (Melbourne Assessment Prison)
 - l. Fulham Correctional Centre
 - m. Port Phillip Prison
- (c) A person who is detained under the Mental Health Act 1986; or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 or the Sentencing Act 1991 at the Thomas Embling Hospital.
- (d) A person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 or the Sentencing Act 1991 or who is held on remand in one of the following youth justice facilities:
- a. Malmesbury Juvenile Justice Centre
 - b. Parkville Youth Residential Centre
- (e) The exclusions described in Clauses 1.2 do not apply to young people on community based orders made under the Children, Youth and Families Act 2005, or individuals held in Judy Lazarus Transition Centre who, subject to Clause 1 of this Schedule 1, may be eligible for funding under this Schedule 1 as they are able to physically access training outside of a custodial setting without supervision.
- (f) An individual is eligible to commence a maximum of two government subsidised courses in the year the agreement is held. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in the year the agreement is held, this course(s) must be counted for the purpose of this clause when assessing eligibility.
- (g) An individual is eligible to undertake a maximum of two government subsidised courses at any one time in the year the agreement is held.
- (h) Eligible Individuals referred to training under the following arrangements must present the relevant Referral Form to AMA RTO. AMA RTO will retain a copy of the relevant Referral Form for audit or review purposes:
- a. Referred Job Seekers; and or
 - b. Asylum Seekers and Victims of Human Trafficking Initiative;

In addition, an individual is not eligible if they:

- (a) Have commenced two government subsidised courses in 2016.
- (b) Are already undertaking two government subsidised courses at any one time in 2016
- (c) Have already commenced 2 courses at the same AQF level in their lifetime)

Supporting Documents

AMA RTO documentation which supports the implementation of this policy includes:

- Student Handbook
- Application Form
- Pre Enrolment Review
- Language Literacy and Numeracy questionnaire
- Victorian Training Guarantee 2016 Evidence of Student Eligibility and Student Declaration form
- Enrolment Assessment Form

Document History

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