

Admissions to Vocational Courses Policy and Procedure

1. PURPOSE

This policy and procedure document is in place to ensure that all individuals who seek to gain entry into a nationally recognised program offered at JMC Academy RTO, have the appropriate skills and abilities to successfully complete their studies within the normal duration of the course.

2. SCOPE

This policy and procedure document applies to all the prospective students who seek entry into a nationally recognised training product offered by JMC Academy RTO.

3. DEFINITIONS

Please refer to *JMC Academy Glossary* for definitions.

4. POLICY and PROCEDURE

This policy and procedure document has been developed to ensure:

- JMC Academy RTO has open, fair and transparent procedures for making decisions about the selection of students, which are based on the published clearly defined entry requirements
- Prospective students are selected on merit, based on those requirements, on an individual case by case basis
- Prospective students are accurately informed about the training, assessment and support services to be provided, and about their rights and obligations
- Prospective students are accurately informed about the tuition fees and forms of payment, and
- Students who had previously withdrawn from studies or had their enrolment cancelled are able to reapply through normal application processes.

4.1. POLICY

4.1.1. Admissions/Pre-enrolment information

- 4.1.1.1. JMC Academy RTO specifies all entry requirements and other conditions necessary for enrolment within the published training and assessment strategies for each course. These requirements are consistent with Training Package or accredited course requirements.
- 4.1.1.2. JMC Academy RTO enrolment processes take into account the requirements of laws relating to privacy, discrimination and equal opportunity.
- 4.1.1.3. JMC Academy RTO ensures that all individuals who wish to gain entry/re-entry into a nationally recognised program:
- 4.1.1.4. Provide verified evidence to show; or are assessed to determine whether they have appropriate skills and abilities and English language proficiency to be able to successfully complete their studies within the normal duration of the qualification/course, and
- 4.1.1.5. Are given recognition of any previous completed units of competency specified in the qualification/course.
- 4.1.1.6. As part of the admissions process JMC Academy RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

4.1.2. Entry Requirements Domestic applicants

Entry requirements for domestic applicants:

- Completion of Year 10 or equivalent
- Must be at least 17 years of age at commencement
- Demonstrated creative aptitude (portfolio)
- Demonstrated commitment and intent at interview
- Completed Application Form

4.1.3. Entry Requirements International applicants

Entry requirements for International applicants:

- Completion of Year 11 or equivalent
- Must be at least 18 years of age at commencement
- Demonstrated creative aptitude (portfolio)
- Demonstrated commitment and intent at interview
- Completed Application Form

For **English Entry Requirements** please refer to *Assessing English Language Proficiency for Admissions Policy* and *Assessing English Language Proficiency of International Students Procedure*.

4.1.4. Ineligible applicants

When an applicant does not meet entry requirements, then they will be advised in writing of the outcome of their application, and provided with recommendations to for actions they can undertake to better prepare themselves for re-applying, should they so choose (refer to 4.2 Procedure below)

4.1.5. Eligible applicants

When an applicant does meet entry requirements, then they will be advised in writing of the outcome of their application, and provided with details on the next steps on the enrolment/admissions process (refer to 4.2 Procedure below).

4.2. PROCEDURE

The enquiry, application and enrolment processes involve the following steps:

4.2.1. Enquiry

- 4.2.1.1. A prospective student makes an enquiry directly to JMC Academy RTO or through one of its nominated education agents
- 4.2.1.2. JMC Academy RTO or its nominated education agent supplies the prospective student with the following information:
 - Detailed and current information on the course of interest, including,
 - Course content, duration of study, commencement dates and qualifications awarded upon successful completion,
 - The requirements for acceptance into a course including the expected level of English language proficiency and academic requirements,
 - Fees and charges and refund policies,
 - Campus location and general description of facilities,
 - Terms and conditions of enrolment,
 - Details on any collaborations with other training providers to provide whole or part of the course, and
 - Options for paying their tuition fees.

4.2.2. Application

- 4.2.2.1. Once the prospective student decides they wish to apply at JMC Academy RTO, they will complete an application form and submit to JMC Academy RTO administration in person or via email.
- 4.2.2.2. JMC Academy representative or its nominated education agent, will contact a prospective student in order to provide an overview of the information and answer all necessary questions.
- 4.2.2.3. Applicants will be required to confirm that they meet all the entry requirements as listed under 4.1.3 Entry Requirements.
- 4.2.2.4. Prospective students will supply original or certified copies of the following documentation:
 - Form of ID i.e. birth certificate, passport, driver's licence,
 - Proof of the completion of Year 10 or equivalent,
 - Where required Proof of English Language proficiency,
 - Academic qualifications (if applicable),
 - Vocational experience (if applicable),
 - Creative portfolio.

4.2.3. Interview

- 4.2.3.1. At the interview, **all** prospective students are asked to:
 - Provide information on their aspirations and goals to pursue a career in the creative industries
 - Demonstrate their ability to successfully complete the course by providing information regarding their academic history and learning background

- Demonstrate their aptitude for academic study which apart from academic background may include providing information regarding student's health. The physical and emotional health of students are important factors in selection to some of the JMC Academy RTO's training products. If JMC Academy RTO has any concerns relating to health issues students may be requested to supply further information, i.e. Medical certificate, which indicates that they are able to cope with the demands of the course.
- International students located offshore will be required to have a face-to-face video call for their interview.

4.2.4. Offer

- 4.2.4.1. Upon receipt of a completed application form and all the required relevant documentation, the Student Admissions Advisor will ensure that all necessary entry requirements using the Enrolment Checklist form are met and authorise the issuing of a Letter of Offer to the prospective student.
- 4.2.4.2. Selection decisions and the reasons for those decisions shall be recorded so that they can be reviewed, communicated to applicants, and used for review and research purposes.

4.2.5. Enrolment Process

- 4.2.5.1. The applicant returns their signed Enrolment Form, accepting JMC Academy RTO's Letter of Offer, and confirming their intention to enrol in the offered course placement.
- 4.2.5.2. Domestic applicants who are not yet eighteen (18) years of age at the time of the Letter of Offer must obtain a guarantor signature from a parent or guardian.
- 4.2.5.3. Domestic students must be seventeen (17) years of age or older at commencement of the study period.
- 4.2.5.4. International applicants who are not yet eighteen (18) years of age at the time of the Letter of Offer must obtain a guarantor signature from a parent or guardian.
- 4.2.5.5. International students must be eighteen (18) years of age or older at commencement of the study period.

4.2.6. Socially and Educationally Disadvantaged Applicants

- 4.2.6.1. These applicants can apply to study at JMC Academy RTO at any time of the year by completing an Application Form, attending an interview and meeting the entry requirements which includes JMC Academy RTO determining if we have all necessary support networks available to the student in order to be successful for completion of their course.
- 4.2.6.2. Successful applicants should then complete and Enrolment Form to reserve a place in the next course.

4.2.7. Readmission after withdrawal

- 4.2.7.1. Students may apply at any time for readmission to a training product after formally withdrawing from that training product.

4.2.8. Readmission after termination/exclusion

- 4.2.8.1. Any student who has been excluded from a training product may apply for re-admission to that course or any other course offered by JMC Academy RTO after the period of one (1) year. The student's case will be reviewed and determined by the Director of Education in consultation with the Supervisor/Trainer and Assessor and the relevant Campus Manager.

1. COMPLAINTS AND APPEALS

To appeal against any decisions made under this policy and procedure document

- Students may access the Student Complains and Appeals Policy and its associated procedures,
- JMC staff may access the Grievance Handling Policy.

2. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY and PROCEDURE

- Student Admissions
- Student Services
- Campus Managers
- Supervisor/Trainer and Assessor

3. RELATED DOCUMENTS

- Qualification and Certification Policy and Procedure
- Assessing English Language Proficiency of International Students Procedure
- Assessing English Language Proficiency for Admissions Policy
- JMC RTO Assessment Management Procedure

4. RELATED LEGISLATION

- Standards for Registered Training Organisations (RTOs) 2015
- User Guide Standards for Registered Training Organisations (RTOs) 2017
- Data Provision Requirements 2012 (Cth)
- Vocational Education and Training Act 2011(Cth)
- Privacy Act 1988 (Cth)
- Australian Privacy Principles,

5. POLICY AND PROCEDURE REVIEW DATE

10th September, 2022

6. VERSION CONTROL

Title	<i>Admissions to Vocational Courses Policy and Procedure</i>			
Maintained By	Education Team			
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1.11	S.Stanford	Updated to the new template. Refined entry requirements. Section 4.2.6 added	10/09/2019	Superseded
1.12	S. Stanford	Reviewed for currency	29/05/2020	Current

References and Acknowledgments

This policy and procedure document was initially developed with reference to the relevant policies and procedures of the following institutions:

- Academy of Film, Theatre and Television