



RTO CODE: 40749

ABN: 42 163 146 978

Admissions Policy and Procedure

1. Purpose

Headway Education implements this admission policy and procedures to ensure that:

- the admissions process is conducted in an ethical, fair and equitable manner.
- the student's chosen course of study is suitable for them based on their current skills and knowledge and interest of study.
- appropriate access and equity principles are considered in selection criteria.
- admission process has taken place in accordance with the Standards for RTOs 2015 and the VET Quality Framework.
- the prospective students are advised and made aware about the training products that are appropriate to meet the learner's needs, taking into account the individual's existing skills and competencies.
- the student has the right level of language, literacy and numeracy skills to undertake their choice of course.

2. Scope

This policy and procedure apply to all potential students and staff of Headway Education assessing their application.

3. Definitions

Admission: the process by which a potential student applies for a place in a course offered by Headway Education.

Australian Qualifications Framework (AQF): a nationally consistent set of qualifications for all post-secondary education and training in Australia.

Pre-Training Review (PTR): a review conducted prior to the admission into the course of studies to ensure that the training and assessment provided by Headway Education is able to meet student's individual needs and lead to further education and potential employment.

Language, Literacy and Numeracy (LLN) test: a test conducted by Headway Education where deemed necessary to assess student's current language, literacy and numeracy skills to undertake a course.

Selection Process: process undertaken to assess the suitability of the student for a course according to specified selection criteria, and subsequent notification of applicant's eligibility to enrol.

SMS: Student Management System.

4. Policy

- Admission process will be student-focused, consistently applied and equitable.
- All applications will be treated fairly, with respect and sensitivity, and in accordance with the Headway Education's Privacy Policy.
- Headway Education reserves the right to request additional information from the applicants which may be relevant to their application, including documentation of previous academic records, medical certificates, or other supporting documentation in case of special consideration applications on any of the established grounds for special consideration.
- Headway Education reserves the right to request applicants' authorisation to obtain further information from the relevant third parties, where necessary, regarding their application.
- Applicant's personal information will remain confidential, protected and will only be utilised as per the Privacy Policy the Data Provision Requirements 2012.

5. Procedure

a) Applicants interest to study a course at Headway Education

Expression of interest will be highly regarded at Headway Education. Staff will ensure that student receives all the pre-enrollment information about their courses to make an informed choice. Headway Education respects student's decision in showing interest and ensures that students will be provided with all the support they might need.

b) Pre-enrolment information

After a student has expressed their interest to study at Headway Education, they will be provided with student handbook and other relevant marketing materials like pre-admission information, which contains accurate, latest and all the vital information including (but not limited to):

- Course offered, duration of the course including holiday breaks, study requirements and assessments
- Modes of delivery, location of the course available
- Fees payable, fee refund policy, all the cost included in fee payable
- Details of complaints and appeals policy and process
- Code of Conduct Policy
- Enrolment Form and Pre-Training Review form

Applicants must sign and date the enrolment form and attach all the supporting documents including:

- Pre-Training Review Form
- Academic transcripts
- Prior educational or academic certificates (if applicable)

- Copy of driver's license/Medicare card/passport/photo ID,
- USI Transcript (if applicable)
- Other relevant documents

Applications can be sent via email or in person or through an authorised representative. Upon receipt of the application, a student file is created and relevant details are recorded in Headway Education SMS.

c) Pre-Training Review (PTR)

Headway Education will assess learner's needs by conducting PTR. PTR will be conducted prior to the admission to review student's current competencies, student needs, LLN skills, and support requirements including their oral communication skills, in order to enrol them in the most suitable course to assist them to achieve their intended outcomes. Applicants are required to fill up the PTR form along with the application form and answer all the questions in a true and correct manner. Any competencies previously acquired will be identified during PTR and the most appropriate qualification for that student to enrol in will be ascertained, including consideration of the likely job outcomes from the development of new competencies and skills

The pre-training review ensures that Headway Education:

- understands the student's reasons for undertaking the course
- ensures the suitability of the training to the students
- understands the student's current competencies and therefore provides opportunities for these to be assessed
- identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT),
- identify students' current LLN skills
- check if the training and assessment strategies employed to deliver the course suits the student's needs, and
- identify students' support needs to succeed in the course.

All the information collected during PTR will be securely stored in Headway Education's SMS.

d) Language, Literacy and Numeracy (LLN) Test

Where required Headway Education will conduct a LLN test of prospective student willing to enrol in a course offered at Headway Education.

Headway Education uses LLN robot system to conduct the LLN test. The student is required to achieve minimum LLN score to successfully enrol into the course. The minimum LLN score for each course is provided in the Student Handbook and Course Guide for the course.

Where a student is unable to achieve the minimum LLN score, Headway Education will determine where sufficient LLN support can be made available to the student to successfully undertake the course. Headway Education will not enrol a student into the course where a student does not achieve minimum LLN score, and Headway Education cannot provide the student will necessary LLN support.

A student is not required to undertake a LLN test where they have previously completed an Australian Year 12 or equivalent or AQF Certificate IV level or above qualification or equivalent. Student is required to provide a proof of prior qualifications' along with their admission application.

e) Application Outcome

Student Application will be approved if the student meets all the entry requirements of the course and has provided all the required documentation.

Administration Team will inform the student of the outcome in writing.

Student's Application will be rejected if:

- Student does not have appropriate LLN skills to undertake the course successfully and that Headway Education cannot provide the required support.
- Admission in the course is not aligned with the student's educational goals, work/career goals and/or previous experience in that particular area (if any).
- Student does not meet the entry requirements specified for the course.
- Student does not have appropriate listening and oral communication skills as interpreted during PTR Interview.

Administration Team will inform the student of the outcome in writing.

Note: Headway Education does not:

- guarantee that the student will be able to successfully complete the course, and/or;
- guarantee any job guarantees or employment with its courses.

6. Appeals

Applicants have the right to appeal against the decision made by Headway Education about their admission.

All appeals must be made in writing or by a different method as agreed between the applicant and Headway Education.

For more information about how your appeals are handled, please refer to the relevant *Staff Complaints and Appeals Policy and Procedure* and *Student Complaints and Appeals Policy and Procedure*.

7. Review

This policy and procedure will be reviewed once every two years or earlier, if required.