

STUDENT ADMISSION PROCEDURES FOR APPROVED COURSES

Overview

Forsythes Training Pty Ltd supports the concept of equal opportunity and is committed to providing all applicants equity of access to its courses. This policy is designed to clearly set out the selection and admission requirements for approved courses offered by Forsythes Training.

Definitions

For the purposes of this document the following applies:

The Act: Refers to the *VET Student Loans Act 2016*

Student: refers to an eligible student who uses a VET student loan to pay all or part of their tuition fees.

Approved Course: refers to a course that has been approved for eligible Students to use a VET student loan to pay for all or part of their tuition fees.

Tuition Fees: refers to fees paid for an Approved Course.

Potential Student: refers to all persons seeking to enrol in an Approved Course.

The Department: refers to the Commonwealth of Australia represented by the department which has the responsibility for administering the *VET Student Loans Act 2016*.

1.0 Fair Treatment and Equal Benefits and Opportunity

- 1.1 Forsythes Training will treat fairly all Students and Potential Students.
- 1.2 Forsythes Training has open, fair and transparent procedures, based on merit for making decisions about:
 - a) the selection, from among Potential Students; and
 - b) the treatment of Students.
- 1.3 Potential Students seeking to enrol in an Approved Course with Forsythes Training, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.
- 1.4 The above undertakings do not prevent Forsythes Training taking into account that Students may be enrolled in an Approved Course through an arrangement that was entered into between Forsythes Training and an employer or industry body and limits or restricts enrolments in some or all of the places in the Approved Course.

2.0 Student Selection

2.1 Entry requirements for Approved Courses

To be eligible for entry into an Approved Course a Potential Student must:

BSB51615 Diploma of Quality Auditing

For entry into this course applicants must:

- be 18 years of age or over
- have two years minimum relevant work experience supported by documented evidence of previous employment/ job description

- have documented access to an actual workplace undertaking a quality audit to an Australian standard. (i.e. RTO, WH&S, ISO)
- achieve 75% or above in LLN assessment
- have access to the internet and a computer.

BSB51415 Diploma of Project Management

For entry into this course applicants must:

- be 18 years of age or over
- have two years minimum relevant work experience supported by documented evidence of previous employment/ job description
- achieve 75% or above in LLN assessment
- have access to the internet and a computer.

BSB51315 Diploma of Work Health & Safety

For entry into this course applicants must:

- be 18 years of age or over
- have two years minimum relevant work experience supported by documented evidence of previous employment/ job description
- achieve 75% or above in LLN assessment
- have access to the internet and a computer
- have successfully completed the following units of competency:
 - BSBWHS402A Assist with compliance with WHS laws
 - BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes
 - BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control
 - BSBWHS405A Contribute to implementing and maintaining WHS management systems
 - BSBWHS406A Assist with responding to incidents.

2.2 Academic suitability requirements

To undertake an Approved Course a Student must be academically suited.

A Student is academically suited when:

- the Student has met Forsythes Training's entry requirements for the Approved Course (set out above); and
- Forsythes Training believes on reasonable grounds that the Student is academically suited to undertake the Approved Course; and
- the Student satisfies one of the following requirements:
 - Forsythes Training obtains a copy of a Senior Secondary Certificate of Education that has been awarded to the Student by an agency or authority of a State or Territory for the student's completion of Year 12; or
 - the Student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy using an approved assessment tool, and Forsythes Training reasonably believes that the Student displays that competence; or
 - Forsythes Training obtains a copy of a certificate that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the Student, and the course for the qualification was delivered in English.

If a Student does not have a Senior Secondary Certificate of Education or certificate of a qualification at level 4 or above (delivered in English) then Forsythes Training will assess the Student's competence at or above Exit Level 3 in the ACSF reading and numeracy using the Core Skills Profile for Adults (CSPA). This process will be conducted with honesty and integrity.

The results of this test will be reported to the Student as soon as practicable after the assessment and to the Secretary of the Department on request. Forsythes Training will retain the results of a Student's academic suitability for at least 5 years.

3.0 Communicating to Potential Students Prior to Enrolment

3.1 Forsythes Training will ensure that Potential Students are fully informed of the Tuition Fees and any other fees that apply to the Approved Course; and are clear about their responsibilities, obligations and rights if they enrol in an Approved Course; and are clear about their responsibilities, obligations and rights if they apply for a VET student loan.

3.2 Before enrolling a Potential Student in an Approved Course, Forsythes Training will provide each applicant the following information:

- all information required to be provided under the Standards for NVR Registered Training Organisations that relates to ensuring that each Student is properly informed and protected;
- the Tuition Fees for the Approved Course;
- any fees other than Tuition Fees that are payable for the Approved Course;
- the Student's options for paying Tuition Fees, including payment by the student as fees become due; and/or a VET student loan;
- information about VET student loans, including that it is a loan from the Commonwealth; and that the loan will remain a personal debt until it is repaid to the Commonwealth; and that the loan may, until the debt is repaid, reduce a Student's take-home (after-tax) wage or salary and may reduce the Student's borrowing capacity; and that a Student may wish to seek independent financial advice before applying for a loan.
- the criteria for being an eligible student for a VET student loan and the application process for a VET student loan.
- an explanation that the Student may be required during the Approved Course to communicate their agreement to the Secretary to continue to use the VET student loan to pay Tuition Fees for the Approved Course.
- the maximum amount of a VET student loan that may be available for the Approved Course and an explanation that the amount of the loan cannot be greater than the Student's remaining FEE-HELP balance;
- the amount of HELP debt the Student would accrue if the Student received the maximum amount of VET student loan for the Approved Course and that the debt could be up to 120% of the loan;
- an explanation that the Tuition Fees will be reasonably apportioned across a specified number of sequential fee periods and that each fee period will contain at least one census day;
- information about census days, including the meaning of a census day; and that a Student may cancel their enrolment in the Approved Course or part of the Course using Forsythes Training's procedure for withdrawal; and if a Student withdraws before the census day for an Approved Course or part of a Course, the Student will not incur a VET student loan debt for the Approved Course or part of the Course and will receive a refund for any tuition fees already paid for the Approved Course or part of the Course;
- how to access on Forsythes Training's website the Tuition Fees for the Approved Course; the census days for the Approved Course; Forsythes Trainings procedures for withdrawal

from the Approved Course and cancellation of enrolment; and other procedures relevant to the Student.

- advice that it is important for an enrolled Student to notify on 'Forsythes Training of any change of contact details.

3.3 Forsythes Training will retain the information provided to a student before enrolment as specified above for a period of at least 5 years.

4.0 Application and Enrolment Process

4.1 Applications can be made in writing on the *Application Form* and then sending it to training@forsythestraining.com.au, or by completing the online application form available at www.forsythestraining.com.au .

4.2 The Compliance and Operations Coordinator assesses the application against the course entry requirements and academic suitability requirements. Where the application is not complete or if further information is required to make an assessment of whether the Potential Student has met the course entry requirements and academic suitability requirements, the applicant will be given the opportunity to provide further information.

4.3 Potential Students who do not meet the course entry requirements and academic suitability requirements will be notified in writing of the reasons for non-acceptance. Unsuccessful applicants will be advised of their right to appeal the decision and how to access the appeals process.

4.4 Potential Students who meet the course entry requirements and academic suitability requirements will be sent a Letter of Offer confirming their place in the Approved Course. Following acceptance of the offer the applicant is sent information about enrolment explaining all aspects of the Approved Course including start date, payment options and details of student orientation. Included in the information provided to Students will be full details of any and all fees applicable to the Approved Course including any fees other than Tuition Fees that may apply. In the case of fees that are not Tuition Fees Forsythes Training will ensure that Students understand that the fees are not for tuition; the purpose of the fees; the student's total liability for the fees; and when and how the fees are to be paid. Fees will never be charged for assessments to determine whether a student is academically suited to undertake an Approved Course or applying for enrolment, or enrolling in, an Approved Course.

4.5 A record of the Student's enrolment, including the date and time of enrolment in the Approved Course will be maintained for a period of at least 5 years.

5.0 Application for VET student loan

5.1 An application for a VET student loan must not be made until at least 2 business days after a Student enrolls in an Approved Course and can be made up until the census day for the Approved Course or part of the Course. Applications must be signed by the Student. Where the Student is under 18 years of age the application must be co-signed by a responsible parent (if the Student has a responsible parent and the Student has not received youth allowance (within the meaning of the *Social Security Act 1991*) on the basis that the Student is independent.

5.2 If a Student applies for a VET student loan Forsythes Training will collect and verify the following information from applicants:

- information about the Student's identity and date of birth;
- if the Student is under 18, information that one of the signatories on the application is a responsible parent of the Student or the Student has received youth allowance (within the meaning of the *Social Security Act 1991*) on the basis that the Student is independent;

- information and documents to establish that the Student meets the requirements of section 11 of the Act including:
 - details of citizenship and residency
 - details of academic suitability (as per this procedure);
- if the Student has applied for, but not been issued with, a tax file number, a certificate from the Commissioner that the student has applied for a tax file number.

5.3 Information and documents collected for the purposes of, or in relation to, an application by a Student for a VET student loan (including the date and time the application is received) will be kept for a period of at least 5 years.

6.0 Publication

6.1 These *Student Admission Procedures for Approved Courses* will be made available to Students and Potential Students through publication on the website: www.forsythestraining.com.au.

6.0 Enrolment Process Flow

