

<b>Procedure Name</b>	<b>SELECTION AND ADMISSION PROCEDURE</b>
<b>Procedure Number</b>	<b>A001_PR_VET (Academic)</b>
<b>Purpose</b>	This procedure outlines the Whitehouse Institute of Design, Australia, (Whitehouse) processes for the selection of students into Vocational Education and Training (VET) courses/qualifications.
<b>Scope</b>	This procedure applies to all applicants for admission into all VET courses, with the exception of VET for Secondary Students courses, delivered by Whitehouse at all of delivery sites.
<b>Procedure</b>	<p><b>1. Responsibilities and Required Actions</b></p> <p>To ensure that selection and admission processes are flexible, fair, valid and reliable:</p> <ul style="list-style-type: none"> <li>• staff must not take part in the selection decision-making process where there is actual or could be perceived conflict of interest</li> <li>• staff must use the same entry requirements and selection procedures at all delivery sites.</li> </ul> <p><b>1.1 Publication of selection criteria</b></p> <p>For each course entry and selection criteria and processes will be on the Whitehouse website (<a href="http://www.whitehouse-design.edu.au/courses">http://www.whitehouse-design.edu.au/courses</a>), in relevant marketing materials and in the student and staff handbooks.</p> <p><b>1.2 Course application forms</b></p> <p>All prospective students are required to complete and submit an on-line course application form.</p> <p><b>2. Course Entry Requirements</b></p> <p><b>2.1 Minimum age requirement</b></p> <ul style="list-style-type: none"> <li>• <b>Vocational education qualifications</b> For vocational educational course entry applicants must be at least 16 years of age at the time of admission and must have successfully completed Year 10 or equivalent.</li> <li>• <b>International applicants</b> International applicants can only apply for courses for which Whitehouse has CRICOS registration. International applicants must be at least 18 years of age, as specified under 2.4 International applicants.</li> </ul> <p><b>2.2 Relevant course entry requirements</b></p> <p>Applicants must meet any entry requirements specified in the course for which they are applying in addition to minimum age requirements outlined in section 2.1.</p> <p>Applicants must meet any entry requirements specified in the course for which they are applying in addition to the minimum age requirements outlined in section 4.3.</p>

In addition to minimum age and any academic and individual course requirements, vocational educational courses, other than VET for Secondary Students, are selected on demonstrated capacity to academically succeed in the course. An applicant's capacity to academically succeed will be based on evidence drawn from all of the following:

- responses to interview questions. During the interview applicants must be provided with information about and an opportunity to discuss:
  - course content
  - course delivery modes
  - course selection criteria
  - course fees and terms of payment
  - materials and equipment that the student must provide
  - Complaints and appeals process
  - Whitehouse Institute of Design obligations to students
  - the rights and obligations of students
  - Unique Student Identifier.

The interview can be conducted face to face on one of the campuses at which the course is delivered or by phone or video link

- examples of recent creative work they have done
- completion of written statement and design related tasks that assess aptitude.

Upon demonstration of the capacity to academically succeed in the course applicants will be considered for a place; however it does not guarantee them an offer of a place. Where there are more applicants than available places selection will be competitive and will be based on merit.

### 2.3 Further course entry requirements for special circumstances

Prior to application prospective students must be advised of further entry requirements that apply for special circumstances.

### 2.4 International applicants

All International applicants for courses with CRICOS registration must include the following documentation with their Application for Enrolment:

- copies of their most recent academic records for the highest level of schooling they have completed and any other relevant studies completed or attempted in Australia or overseas
- copies of their resume, references or other relevant supporting documentation that will support and assist with assessing their application
- proof of eligibility for an international Student Visa
- copy of their passport and any current visa/s.


In addition, International applicants for VET courses will need to meet the course entry and selection criteria and provide evidence of:

- being aged 18 or over at the time of application
- having achieved an English academic standard of IELTS 6.0, no band score under 5.5 (TOEFL 61-78 or equivalent).

## 3. Feedback to Applicants

Applicants will be provided with the results of their application within two weeks of the assessment. This should be in the form of written advice and should address the criteria used for the selection process.

	<p><b>4. Recognition of Prior Learning and Credit Transfer</b></p> <p>Students must be provided with information about the recognition and credit transfer process during the interview. Prior to commencing their qualification they must be provided with an opportunity to submit evidence of their achievement.</p> <p>Students must be given credit for units for which they can demonstrate competency.</p> <p><b>5. Unique Student Identifier (USI)</b></p> <p>At the time of enrolment students must provide their USI or be asked for permission for Whitehouse to set one up on their behalf.</p> <p><b>6. Appeals</b></p> <p>If an applicant believes they have been disadvantaged by the Student Admission Procedure, they should be advised to raise their concerns with the Academic Director, who will apply the Whitehouse Academic Grievance and Appeals Policy and Procedure to resolve the issue.</p> <p><b>7. Suspension or Exclusion from a Higher Education Provider</b></p> <p>An applicant who has been suspended or excluded from Whitehouse or any other VET or Higher Education provider will only be considered for admission if the period of their suspension or exclusion has been served prior to the commencement of study.</p>
<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Standards for Registered Training Organisations (RTOs)2015</a></li> <li>• <a href="#">2016 Higher Education Support Act (2003)</a></li> <li>• <a href="#">Australia Qualifications Framework (AQF)</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>• <a href="#">Commonwealth Register of International Courses for Overseas Students (CRICOS)</a></li> </ul>
<p><b>Key Related Documents</b></p>	<p>VET Selection and Admission Policy</p> <p>Whitehouse Institute of Design Code of Conduct</p> <p>VET Recognition of Prior Learning Policy</p> <p>VET Recognition of Prior Learning Procedure</p> <p>VET Academic Grievance Policy</p> <p>VET Academic Grievance Procedure</p>
<p><b>Definitions</b></p>	<p>The following definitions apply for the purpose of this Procedure.</p> <p><b>Australian Core Skills Framework (ACSF):</b> a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual’s performance in the five core skills of learning, reading, writing, oral communication and numeracy.</p> <p>It sets out a detailed picture of real-life adult performance in diverse personal, community, work and training contexts. It maps out a consistent, national approach to identifying the core skills that people need in the changing personal, community, work and training contexts that they experience throughout their lives.</p> <p><b>Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS):</b> register of accredited Australian education institutions and the courses they are approved to offer to overseas students.</p>

	<p><b>Credit:</b> the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.</p> <p><b>Entry requirements:</b> the minimum requirements for course entry. Entry requirements may vary from one course or program to another.</p> <p><b>IELTS:</b> International English Language Testing System.</p> <p><b>Recognition of prior learning (RPL):</b> an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.</p> <p><b>TOEFL:</b> Test of English as a Foreign Language.</p> <p><b>Unique Student Identifier (USI):</b> the <u>USI</u> is a reference number applying to vocational education and training that is made up of 10 numbers and letters. It creates a secure online record of a all student recognized training and qualifications gained in Australia throughout life. It provides students with online access to their graining records and transcripts (from mid-2016).</p> <p>The student's records are held by the National Centre for Vocational Education Research (NCVER).</p> <p>With a student's permission a training organization can set up a student's USI and/or access the student's records.</p> <p><b>VET:</b> Vocational Education and Training.</p>
<b>Responsible Officer</b>	Academic Director
<b>Approval Authority/ Authorities</b>	Joint Executive Directors Academic Board
<b>Date Approved</b>	17/08/2018
<b>Date of Commencement</b>	17/09/2018
<b>Date for Review</b>	17/08/2021
<b>Documents superseded by this Procedure</b>	Admission Policy and Procedure (06/02/2013)
<b>Amendment History</b>	11/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments.
<b>Signed and dated for Whitehouse Institute Pty Ltd</b>	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <b>Signature</b> </div> <div style="text-align: center;"> <b>LESLIE TAYLOR</b>  <b>Name</b> </div> <div style="text-align: center;"> <b>17/9/18</b>  <b>Date</b> </div> </div>

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
<b>Category</b>	Academic
<b>Stakeholders</b>	Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students