

## Admission and Enrolment Policy and Procedures

### Purpose

The purpose of the enrolment procedure is to ensure that a prospective student is enrolled in a course or subject which meets their needs and in which they have some probability of succeeding. To do this it will be necessary to check that all information required has been given, that the student has the necessary pre-requisites, that the subject requested is appropriate in terms of the student's purpose, and that the overall study load of the student is commensurate with the time available for study.

Consequently the enrolment procedure will often require the professional judgement and advice of the teaching staff. On the other hand many enrolments are quite straightforward and can be completed by the SAS and Registrar without further reference. All parties concerned need to exercise judgement to determine which kind of enrolment they are dealing with and to keep the main purpose of enrolment in mind.

AIHM will also ensure that the opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students.

### Policy Scope

This policy provides information about admission, enrolment on campus, and continuing enrolment requirements and procedures for entry to all AIHM courses

### Policy Content

AIHM will ensure that all applicants seeking admission will be treated fairly and equitably. It has open, fair and transparent admission procedures that are based on clearly defined entry criteria used for making decisions about the selection of students. Students are selected on merit, based on the published criteria, and on an individual case by case basis. Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.

All applicants who are eligible for funding under government loan schemes or programmes, such as VET FEE-HELP, are advised of this during the Pre-Admission Process. Applicants are neither advantaged nor disadvantaged by their eligibility for any loan scheme or programme.

### Admission Eligibility

All students who enrol at AIHM need to meet the following criteria.

#### Australian Students

The student entry procedure must specify that a student is academically suited to a course when:

- the college reasonably believes the student is academically suited
- the student satisfies any entry requirements for the course set out in the procedure
- the student satisfies one of the following requirements:

- ✓ the college 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 both
- ✓ 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, and
- ✓ the college reasonably believes that the student displays that competence.

To display the competence at or above level exit level 3 student will have to go through the LLN testing procedure. Result of this testing will be reported to the student as soon as practicable.

### **Admission Procedure**

Application forms will all be forwarded to the Registrar.

- i. A manila folder should be marked with the applicant's name and a checklist pasted to the inside cover to ensure the enrolment procedure is followed.
- ii. The application form should be checked to ensure that all questions have been answered. If not then the applicant should be contacted to gather the missing details.
- iii. The application should also include the supporting documentation. If anything is missing then the applicant should be contacted.
- iv. Appointment is made for the applicant to meet the AIHM for an interview at a suitable time for both parties. This appointment is recorded in the AIHM outlook calendar, on the applicant's manila file and in the Solve 360 Data Management System.
- v. Once the interview has taken place, the file is noted by the interviewer and returned to the Registrar with advice if the candidate has been successful. If YES then a Letter of Offer (LOO) will be sent together with a Letter of Acceptance (LOA) for the applicant to complete and return. If they are unsuccessful then a letter of rejection will be issued.
- vi. Registrar will prepare the LOO/LOA and it will be signed by Dean of Studies.
- vii. The Registrar will update the Solve 360 Data Management System accordingly to reflect that the Letter of Offer has been sent and create a diary note to follow up the Letter of Acceptance in 14 days if it has not been received. The file will remain with the Registrar for following up.
- viii. Once the letter of Acceptance has been returned, the Registrar will update the Solve 360 Data Management System accordingly and create a diary entry to send the Orientation flyer, Timetable and Unit Enrolment Form out when it is ready for release.
- ix. When the Unit enrolment form has been completed and returned to the Registrar by the student with the appropriate course fee or VET FEE-HELP request form and a receipt will be issued through the MYOB system.
- x. The student will be assigned their Student Number. The file is then passed to the SAS to prepare the student ID card.

### **Continuing Enrolment**

Students at AIHM need to be enrolled atleast 14 days before the census dates. This will enable you to know exactly how much debt you have before the census date.

