

1. PURPOSE

To establish a fair and transparent framework for selecting qualified applicants for admission and enrolment into Holmesglen courses.

2. SCOPE

Applies to all current and prospective learners of Holmesglen Institute.

3. POLICY STATEMENT

Holmesglen is committed to providing an efficient, timely, transparent and responsive admission and enrolment experience for all learners.

Holmesglen's admission and enrolment policy is applied fairly and consistently to all learners. It is designed to ensure that all learners are academically able and sufficiently proficient in language, literacy, numeracy and digital literacy to participate in their intended area of study, and that there are no known limitations that may impede their proposed course of study.

4. PRINCIPLES

Pre-Admission

4.1 Holmesglen publishes on its website prior to enrolment:

- (a) all Holmesglen admission arrangements, including any particular conditions of enrolment and participation for undertaking particular courses of study, such as health requirements for learners undertaking clinical work, requirements for security checks, particular language requirements, age requirements and particular requirements for work placements
- (b) details of all fees and charges associated with a course of study, and the potential for changes in charges during their studies
- (c) relevant policies, procedures, and potential eligibility for credit for prior learning
- (d) policies and procedures on amendments or withdrawals from offers, acceptance and enrolment, tuition protection, and refunds of charges
- (e) details of support available to learners
- (f) details as to how applications will be assessed, including criteria on which assessment is based
- (g) its policy on academic integrity and support and wellbeing.

Admission

4.2 Holmesglen's selection and admission processes are open, fair, and transparent and uphold the principles of honesty and integrity.

4.3 Prospective learners are provided with publicly available and accurate information about their chosen course, including the information specified in clause 4.1, the enrolment process, and their rights and obligations.

4.4 Applicants for VET courses must be 16 years of age or older at the time of course commencement to be considered for admission unless they are:

- (a) still at school and seeking admission as a school-based apprentice or trainee, or into a VET Delivered to Secondary Students (VETDSS) course
- (b) seeking admission into a VET skill set or single VET unit
- (c) seeking admission as an apprentice or trainee in accordance with a training contract
- (d) an overseas learner (see clause 4.7)

- (e) seeking admission into a course with an entry requirement of greater than 16 years.
- 4.5 Applicants for secondary courses must be 16 years of age or older at 30 April in the year of enrolment.
- 4.6 Applicants for higher education courses must be 17 years of age or older at the time of course commencement unless they are an overseas learner (see clause 4.7).
- 4.7 Overseas learner applicants must be 18 years of age or older at the time of course commencement and must complete the:
 - (a) International Student Application Form and Declaration confirming receiving the International Student Course Guide
 - (b) Genuine Temporary Entrant (GTE) criteria assessment form
 - (c) LLN diagnostic assessment prior to course commencement.
- 4.8 An applicant is admitted into a Holmesglen course if they:
 - (a) have no known limitations, and have met the published entry requirements and the criteria for admission
 - (b) have, if specifically required, the appropriate level of language, literacy, and numeracy (LLN) and digital skills
 - (c) have received and accepted a formal letter of offer in that course.
- 4.9 All domestic VET and secondary course applicants must complete a Pre-Training Review (including a pre-training interview and assessment of LLN competencies as appropriate) prior to Holmesglen sending a letter of offer and/or prior to enrolment.
- 4.10 Individual learner support needs are identified prior to course commencement. If support is required, this information is shared with relevant engagement, wellbeing and support services to ensure support is made available to the learner.
- 4.11 Information on course fees are provided to the applicant for the proposed course of study prior to their course commencement.
- 4.12 Applicants may be refused admission to a course at Holmesglen in one or more of the following circumstances where they:
 - (a) do not meet course requirements
 - (b) have outstanding fees
 - (c) act in ways that are inconsistent with Holmesglen's Code of Conduct
 - (d) have a previous record of exclusion or expulsion
 - (e) pose a risk to the safety of members of the Holmesglen community
 - (f) any other reason at the discretion of the Chief Executive or nominee.

Enrolment

- 4.13 All applicants must complete the official enrolment process and abide by Holmesglen's policies and procedures.
- 4.14 Subject to determinations as to credit or Recognition of Prior Learning (RPL), a learner admitted to a course must be registered in the units/subjects allocated for that enrolment period. The registered units/subjects must conform to the course requirements. Any units/subjects undertaken outside of the course requirements must be registered under a new course.
- 4.15 Concurrent enrolment in more than one award course is permitted subject to the learner fulfilling the admission requirements of each course. A learner may change their course enrolment after admission in certain circumstances and in accordance with Holmesglen policies and

- procedures, course requirements, legislation and regulation requirements. Payment of additional fees and charges may be required.
- 4.16 Senior and foundation secondary, VET and Higher Education learners studying onshore or Australian learners studying overseas undertaking nationally recognised qualifications must provide Holmesglen with a valid Unique Student Identifier (USI) at enrolment.
- 4.17 Domestic learners applying for government funding and/or HELP loans must meet the eligibility requirements and provide the required evidence prior to commencement in training/course.
- 4.18 Learners must keep their personal details including emergency contact details up to date.
- 4.19 A learner or former learner with a restriction preventing them from enrolling in a course for any reason will not be permitted to enrol until any time period associated with the restriction has elapsed, or the matter leading to the restriction is resolved, or the relevant approval authority has authorised the restriction to be lifted.
- 4.20 A learner may have their enrolment in a course withdrawn by Holmesglen when:
- (a) the penalty of expulsion, exclusion or suspension has been imposed under the Conduct and Discipline Policy (Learners) or Academic Integrity Policy
 - (b) the learner has notified the Registrar/International Student Programs/ International Projects and Partnerships/teaching department in writing that they no longer wish to continue with the course for which they are enrolled
 - (c) the learner has failed to attend classes for four consecutive weeks, and has not notified the teaching department/Registrar/International Student Programs/ International Projects and Partnerships of their intention to continue the course and received approval to continue
 - (d) the learner has failed to make satisfactory course progress and has exhausted the appeals process
 - (e) the learner has failed to pay fees, charges, or other financial penalties imposed by the Institute by the required date.
- 4.21 VET learners may re-submit assessment tasks or re-sit examinations for a relevant unit/subject within their current enrolment period without penalty in accordance with the Assessment Policy (VET).
- 4.22 Learners who are required to repeat a failed unit/subject after the enrolment period has ended, must re-enrol into that unit/subject in the next available enrolment period in order to continue in the course.
- 4.23 Where a course is re-accredited/superseded/removed/deleted or course rule has been altered or repealed, Holmesglen may allow learners to complete their course under which they were enrolled, or determine transition arrangements into a replacement course, or other arrangements for the completion of the course on the condition that such arrangements do not unreasonably disadvantage those affected learners. Transition arrangements for Higher Education learners must be in accordance with Higher Education course accreditation requirements.

Enrolment deferral and intermission for Higher Education learners

- 4.24 Higher Education learners who have received a formal offer may apply to defer their enrolment prior to course entry for a maximum of two semesters (12 months). Deferment does not apply to a VET enrolment.
- 4.25 Enrolled Higher Education learners may apply for an intermission of study of up to 12 months.
- 4.26 Higher Education learners must complete their enrolled course within 08 years of commencement (unless otherwise specified) to be eligible to receive the award. Approved intermission periods are not included within the 8-year period.

Enrolment requirements for senior or foundation secondary learners

- 4.27 Additional eligibility requirements and the need for transfers from a School may apply for secondary learners prior to enrolment proceeding.
- 4.28 The provision of timely data for enrolments, results, learner transfers and other special provision requirements are met for learners undertaking study in secondary courses.

Fees

- 4.29 All course related fees (tuition, material, learner amenities, and other charges) are published on Holmesglen's website and learners are made aware of the amount of the tuition contribution and other charges prior to enrolment.
- 4.30 VET Student Loans, HELP Loans and Government funded/supported course fees and charges must follow publication requirements set out by the Commonwealth and State government.
- 4.31 The type and level of learner tuition contribution and other charges are managed in accordance with Fee Setting Procedure (Learners).
- 4.32 Tuition fees and any other required fees must be paid by the learner prior to course commencement with the exception of learners enrolling in Diploma or Advanced Diploma level courses wishing to apply for VET Student Loans, who must wait 48 hours after enrolment to submit their application for VET Student Loans as prescribed by the Commonwealth Government 'VET Student Loans Act 2016'.
- 4.33 Additional fees and charges may apply to repeat any failed unit(s)/subject(s). Additional fee-for-service tuition fees may also apply to Government funded learners who are required to repeat unit(s)/subject(s), where their course funded hours have exceeded the maximum funded claimable hours set by the Government.
- 4.34 A VET learner enrolling in a Government funded course at the Certificate IV level and below, will be charged the concession fee if, prior to commencement of training, they hold a current and valid:
 - (a) Health Care Card issued by the Commonwealth
 - (b) Pensioner Concession Card
 - (c) Veteran's Gold Card
 - (d) an alternative card or concession eligibility criterion approved by the Minister.
- 4.35 The concessions provided to a VET learner enrolling in a Government funded course also applies to a dependant spouse or dependent child of the card holder as identified on the Concession Card. Where a prospective VET learner is not able to produce appropriate proof of concession prior to the commencement of training, the learner will be allowed an appropriate grace period to provide their proof of concession, after which time full fees are payable. Other concessions will apply in accordance with the State Government Guidelines.

Fee protection

- 4.36 Where Holmesglen discontinues or cancels a course following a learner's enrolment, and where the pre-paid tuition fees exceed \$1,500, learners are either:
 - (a) offered a place in an equivalent course where possible at a suitable location of study, without any additional cost
 - (b) refunded all fees paid in advance, where the learner decides not to undertake study in the equivalent course.
- 4.37 Overseas learners are refunded for tuition fees and accommodation payments in accordance with the processes outlined in the International Study Guide available on Holmesglen's website.

Tuition assurance arrangements

- 4.38 Holmesglen has in place tuition assurance arrangements where the delivery of a VET Student Loans, or FEE-HELP course is discontinued or cancelled by Holmesglen following the enrolment of a learner. The arrangement ensures that affected:
- (a) enrolled VET Student Loans learners can complete their course at another provider where a replacement course is available;
 - (b) enrolled FEE-HELP learners can elect to complete their course at another provider where a replacement course is available or receive a fee re-credit for any units of study commenced but not completed at the time Holmesglen ceases to offer the course.
- 4.39 Overseas learners are covered under the Australian Government's Tuition Protections Service (TPS).

Appeal

- 4.40 A learner who wishes to appeal against an admission or enrolment related decision by Holmesglen or make a complaint about the implementation of the Enrolment Policy may do so in accordance with the Complaints Policy (Learners) or Appeals Policy (Learners),

Records retention

- 4.41 Holmesglen protects the confidentiality of information collected about learners. All personal information collected for the purpose of application, admission and enrolment will be treated as confidential in accordance with Holmesglen's Privacy Policy.
- 4.42 Learner enrolment documentation, including eligibility evidence, is maintained in line with the Standards for RTOs, Higher Education Standards Framework (Threshold Standards) 2021, VET Funding Contract, The National Code 2018, Public Record Office Standards and Retention and Disposal Authorities, Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, HELP Loan requirements, Holmesglen Record Retention and Disposal schedule, and other legislative and regulatory requirements.

A copy of learner admission and enrolment documentation is stored electronically within the Documentation Management System, Admissions System or Student Management System as relevant.

5. ACCOUNTABILITIES

Action	Accountability
<ul style="list-style-type: none">▪ Oversee the recruitment, offers, admission and registration processes and ensure compliance with Standards for RTOs, Higher Education Standards Framework (Threshold Standards) 2021, VET Funding Contract requirements, and other legislative requirements.▪ Develop and implement appropriate application processes and admission and enrolment procedures.▪ Ensure admission and enrolment information and course information (including fees and entry requirements) are published on the Holmesglen website and accessible to learners.▪ Ensure enrolment officers are trained appropriately in the admission and enrolment process including the verification and retention of documentation for learner eligibility.▪ Ensure individual learner needs are identified prior to enrolment or course commencement (whichever is the earliest) and required support is provided.	Executive Director, Engagement and Support
<ul style="list-style-type: none">▪ Oversee the collection of all prescribed fees and charges.	Chief Financial Officer

Action	Accountability
<ul style="list-style-type: none"> Ensure applications for admission, enrolment, deferment and intermission of study from international learners are processed in accordance with the regulatory requirements. 	Associate Director International Student Programs Associate Director International Projects and Partnerships Registrar
<ul style="list-style-type: none"> Manage admission and enrolment processes, including pre-training review and LLN assessment as required. Monitor learner progression through the application, selection, admission and enrolment processes. Ensure documentation to support admission and enrolment is collected, stored and retained as required. 	Head Student Recruitment Head of Department Principal Registrar
<ul style="list-style-type: none"> Specify minimum course entry requirements. Ensure course information published on Holmesglen website is accurate and up-to-date. Ensure prospective learners are provided with required course information prior to commencement of training. 	Dean/Head of Department/ Principal
<ul style="list-style-type: none"> Ensure the submission of data for senior and foundation secondary learners are accurately completed in VASS in accordance with relevant administrative guidelines. 	Principal Vocational College Head of Department, Social Inclusion

6. DEFINITIONS

Term	Meaning
Admission	The process of submission and assessment of applications for entry to study at Holmesglen.
Course	Learning based on a training package qualification, accredited curriculum, units of study, skill set or an accredited higher education program that leads to an award.
Admissions System	The electronic document storage system for records relating to applications for study and admission processes. Includes: <ul style="list-style-type: none"> The Customer Relations System (CRM), for the admission of domestic learners AscentOne Portal , for the admission Overseas Learners.
Document Management System	Also titled: Banner 'BDM (Banner Document Manager). This is the electronic document storage management system for Holmesglen's learner records. It enables the Institute to keep an accurate and secure copy of all official documents and records relating to all learner's accounts.
Domestic learners	A learner studying in Australia who is a citizen or permanent resident of Australia, or who holds an Australian temporary protection visa, or who is a New Zealand citizen.
Enrolment	The process by which a person registers as a learner of Holmesglen and the resulting state of being enrolled.

Term	Meaning
Enrolment Documentation	<p>Refers to but is not limited to:</p> <ul style="list-style-type: none"> ▪ Pre-Training Review form, Statement of Fees, Exemption from School Application Form and Training Plan for VET, Secondary and ELICOS courses ▪ Fees information, Letter of Offer for Higher Education courses.
International learners	<p>Includes:</p> <p>i) Overseas learners or 'overseas students' (as defined within the ESOS Act). This includes the enrolment of a person, (whether inside or outside Australia) who holds a 'student visa' to undertake study in a course that is registered on the CRICOS Register. Persons with the following visa are excluded (as defined in regulation 1.03 of the Migration Regulations 1994):</p> <ul style="list-style-type: none"> ▪ a Subclass 576 (Foreign Affairs and Defence Sector) visa, or ▪ a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa, or ▪ a secondary exchange student within the meaning of the Migration Regulations 1994, or ▪ an overseas student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia. <p>ii) Offshore learners who undertake programs while remaining in their country of origin.</p>
Learner	A person who has been admitted or enrolled to undertake a program or course at Holmesglen.
Non-award course	A course leading to a qualification, or an award not covered by the Australian Qualifications Framework (AQF), including short courses, course for professional development, education development, general interest and preparation for study offered by Holmesglen.
Overseas learners	<p>Overseas learners or 'overseas students' (as defined within the ESOS Act). This includes the enrolment of a person, (whether inside or outside Australia) who holds a 'student visa' to undertake study in a course that is registered on the CRICOS Register. Persons with the following visa are excluded (as defined in regulation 1.03 of the Migration Regulations 1994):</p> <ul style="list-style-type: none"> ▪ a Subclass 576 (Foreign Affairs and Defence Sector) visa, or ▪ a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa, or ▪ a secondary exchange student within the meaning of the Migration Regulations 1994, or ▪ an overseas student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia.
Pre-Training Review (PTR)	<p>The process undertaken between Holmesglen and a prospective VET learner to determine the most suitable and appropriate training for that individual. Holmesglen's PTR consists of:</p> <ul style="list-style-type: none"> ▪ course information session

Term	Meaning
	<ul style="list-style-type: none"> LLN/pre-training/foundation skills assessment test PTR interview development of the training plan/individual learning plan.
Senior secondary and foundation secondary course	A Victorian Registration and Qualifications Authority accredited course of study listed on the State Register and normally undertaken in, or designed to be undertaken in, years 11 and 12 of secondary education.
Student Management System	The Student Management System (Banner) records learner's previous and current registrations and related records including learner results.
Submission of data for senior or foundation secondary learners	Includes the submission of data in VASS in accordance with the Important Administrative Dates: <ul style="list-style-type: none"> all units that to be delivered as part of the senior or foundation secondary course prior to the enrolment process learner registrations course enrolments, course and/or unit withdrawals Learner results for completed units.
Unique Student Identifier (USI)	<p>The USI is a Commonwealth Government initiative designed to allow learners to access their training records and results in their own account on the government's USI website.</p> <p>The transcripts are proof of evidence when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.</p> <p>USI is a mandatory requirement and enables:</p> <ul style="list-style-type: none"> eligible learners' access for a commonwealth financial assistance and; learners to obtain their qualification or statement of attainment on completion of their studies in a course of part of a course.
VASS	Victorian Assessment Software System

7. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

Academic Integrity Policy

Admissions Procedure (VET, ELICOS and Secondary Courses)

Admissions and Enrolment Procedure (Higher Education)

Appeals Policy (Learners)

Articulation and Credit Policy (Higher Education)

Assessment and Moderation Policy (Higher Education)

Assessment Policy (VET)

Complaints Policy (Learners)

Conduct and Discipline Policy (Learners)

Enrolment Procedure (VET, ELICOS and Secondary Courses)

Fee Payment and Debt Management Procedure (Domestic Learners)

Fee Setting Procedure (Learners)

Information Security Policy

Overseas Learners Policy

Privacy Policy

Support and Wellbeing Policy (Learners)

Training and Assessment System Policy (VET, ELICOS and Secondary Courses)
 VET Student Loans Administration and Learner Entry Procedure

External

- Education and Training Reform Act 2006
- Education Services for Overseas Students Act 2000
- Electronic Transactions Act 1999
- ELICOS Standards 2018
- Guidelines for Non-school Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course
- Higher Education Support Act 2003
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Privacy Act 1988
- Standard for Registered Training Organisation (RTOs) 2015
- Skills First VET Funding Contract
- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- Victorian Curriculum and Assessment Authority – VCE Administrative Handbook
- Victorian Curriculum and Assessment Authority – VPC Administrative Handbook

8. REVIEW

- 8.1 This policy must be reviewed no later than three years from the date of approval.
- 8.2 The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

9. VERSION HISTORY

Version Number	Date	Summary of changes
1	October 2019	New policy.
2	November 2020	Amendment to Clause 4.5
3	December 2021	Update to terminology and legislation.
4	January 2023	Minor updates referencing the publication of information on academic integrity.
5	March 2023	Introduction of minimum age requirements to be considered for admission (clause 4.4) and update to references for senior and foundation secondary courses.
6	June 2024	Title is updated (previously titled, Enrolment Policy), clarification that applicants may be refused admission where they act contrary to the Code of Conduct (clause 4.10), specification of the minimum age requirements to include higher education and secondary courses and other updates to reflect current accountabilities and business processes.