ADMISSIONS POLICY FOR VET FEE-HELP ENABLED COURSES

No: P206

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<tr>
<th>Responsible Officer:</th>
<th>General Manager Client Services and Communications</th>
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<td>Subject matter expert:</td>
<td>Manager, Admissions and Customer Services</td>
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<td>Next review date:</td>
<td>4 December 2015</td>
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1. **Purpose**

The purpose of this policy is to provide guidelines for the assessment of enrolment applications for qualifications eligible for VET FEE-HELP. These qualifications include:

- Diplomas,
- Advanced Diplomas,
- Graduate Certificates, and
- Graduate Diplomas.

2. **Scope**

This policy applies to all Challenger Institute staff dealing with student admissions and enrolments into Challenger Institute’s qualifications considered eligible for VET FEE-HELP.

3. **Approval and version control**

The following table provides version control related information with respect to this Policy. Despite the inclusion of version control, policy users must ensure they are using the most current version of this Policy available from the Document Management System.

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of version</th>
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<tr>
<td>1.0</td>
<td>4 December 2013</td>
<td>Approved by the General Manager Client Services &amp; Communications</td>
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4. **Key definitions**

**Challenger Executive** refers to the CEO and their direct management reports.

**Document Management System** refers to the online repository of policies, procedures and forms maintained by the Planning and Evaluation unit available through the Intranet.

**Responsible Officer** refers to the General Manager responsible for reviewing this Policy as required.

**Challenger Institute** refers to Challenger Institute of Technology, including all its campuses, departments, centres, business units, corporate units and delivery centres.

**The Department** refers to The Secretary of the Commonwealth of Australia represented by the department which has the responsibility for administering the Higher Education Support Act 2003.

**VET FEE-HELP** refers to an income contingent loan scheme for the Vocational Education and Training (VET) sector that is part of the Higher Education Loan Program (HELP); to assist eligible students undertaking a VET Course of Study.

**HESA** refers to the Higher Education Support Act 2003 – Schedule 1A.

The **Census Date** is the last day a student may withdraw from a VET Course of Study in which they are enrolled without incurring liability for tuition fees.

A **VET Course of Study** is a structured program consisting a number of units of study that lead to the award of a VET Diploma or above qualification.

A **VET Unit of Study** is a published unit of study that forms part of a VET Course of Study.

**Recognition of Prior Learning** (RPL) involves the assessment of previously unrecognized skills and knowledge an individual has achieved outside the formal education and training system.

5. **Policy governance**

This Policy has been developed with consideration to the following, regulatory requirements, standards or Challenger policy:

- Challenger Policy: Tuition Fee Refund Policy for VET FEE-HELP Enabled Courses;
- Challenger Policy: Student Grievance Policy – Non-Academic Matters;
- Challenger Policy: Student Grievance Policy – Academic Matters;
- *Request for VET FEE-HELP assistance form*, *Study Assist*, Department for Industry, Innovation, Science, Research and Tertiary Education;
- Higher Education Support Act 2003, Schedule 1A – VET FEE-HELP Assistance Scheme; and
6. Principles

VET FEE-HELP course enrolments and admission will comply with the VET Guidelines 2013 and be administered equitably, fairly, and with transparency.

7. Policy Statement

8.1 Fair Treatment and Transparency

Challenger Institute is committed to treating all prospective students who are eligible for VET FEE-HELP in a fair and transparent manner. To be eligible for VET FEE-HELP assistance under Schedule 1A of the Higher Education Support Act 2003 prospective students must:

- hold Australian citizenship or be a permanent humanitarian visa holder who will be resident in Australia for the duration of the unit;
- have a FEE-HELP balance greater than zero;
- remain enrolled in the unit on or before the census date for the unit; and
- have a valid tax file number.

8.2 Admission processes and decisions

Challenger Institute will have open, clear, explicit, fair and transparent procedures that are based on merit for making decisions about:

- the selection, from among persons who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act and who seek to enrol with Challenger Institute in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act; and
- the treatment of students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act undertaking a VET Course of Study.

Challenger admission processes will incorporate the following factors:

- When making admission decisions, Challenger Institute will take into account any educational disadvantages or VET restricted access arrangements associated with a student or person.
- VET Course of Study application forms, deadlines, enrolment periods, appeals process, and census dates for withdrawals will be available in hard-copy and online.
- Applicants will be kept informed of the progress of their application and enrolment.
- No enrolment will take place until a formal assessment and approval of the application has taken place.
- VET FEE-HELP course delivery areas will check at the time of enrolment student applications for:
  - compliance with entry requirements;
  - eligibility for qualifications; and
  - opportunities for Recognition of Prior Learning, where applicable.
- If an application is unsuccessful, the student must be informed of the appeal process as outlined in the VET FEE-HELP Student Grievance Policies (Academic and Non-Academic).
8. Review and communication of this Policy

The Responsible Officer for this Policy will ensure it is reviewed at least every two years. The Challenger Executive will approve any material amendments to this Policy, whilst the Responsible Officer for this Policy will approve immaterial amendments.

This Policy will be made available to the Governing Council and Challenger employees through the Document Management System. Challenger Institute will also make this Policy publically available on the Challenger Institute website and in Challenger’s VET FEE-HELP Student’s Handbook.