

## VET ADMISSIONS POLICY AND PROCEDURE



<b>VET Admissions Policy and Procedure</b>		
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### VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	EMG	21 Feb 2020	Document creation

### PURPOSE AND SCOPE

The aim of this policy is:

- Outline the minimum admission requirements for applicants wishing to study a VET course at the Sydney Institute of Traditional Chinese Medicine (SITCM).
- Outline the admission procedures for applicants and staff of SITCM.

This policy applies to all prospective VET students of the SITCM.

## 1 OVERVIEW

Sydney Institute of Traditional Chinese Medicine (SITCM) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. Students will be selected on merit based on the criteria in this policy. SITCM will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in SITCM's *VET Student Prospectus* and on SITCM's website.

## 2 POLICY

### 2.1 GENERAL ADMISSION REQUIREMENTS

For admission to a VET course, applicants must:

- 1) Meet the age requirement;
- 2) Meet the education requirements; and
- 3) Meet the English language requirements (international students only).

#### 2.1.1 AGE REQUIREMENT

All students at SITCM must be 18 years of age or over at the time they commence the course for which they have applied.

### **2.1.2 EDUCATION REQUIREMENTS**

- 1) To be considered for admission in a VET Course, applicants must provide one of the following:
  - a. A copy of their Australian Senior Secondary Certificate of Education (Year 12 certificate), or overseas equivalent; or
  - b. Evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification, or overseas equivalent.
- 2) If the applicant does not meet either requirement of 2.1.2(1), they must undertake a Language, Literacy and Numeracy (LLN) test and be assessed as competent at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy.

### **2.1.3 ENGLISH LANGUAGE REQUIREMENTS (INTERNATIONAL STUDENTS)**

- 1) International applicants must have an IELTS score of 5.5 or above (or equivalent) and must provide documentation to that effect.
- 2) An equivalent English language test scores may include any one of the following:
  - a. A TOEFL paper-based score of 527 or above.
  - b. A TOEFL internet-based score of 46 or above.
  - c. A C1 Advanced score of 162 or above.
  - d. A PTE Academic score of 42 or above.

## **2.2 OTHER CRITERIA**

### **2.2.1 HEALTH ISSUES**

- 1) Applicants with serious health issues that may affect their ability to successfully complete the course requirements must attend an interview with the Registrar (or other nominated senior staff member) even if they meet all other criteria.
- 2) Examples of health issues that may affect applicant's ability to successfully complete a VET course include, but are not limited to:
  - a. Degenerative diseases (Examples include but are not limited to: Parkinson's Disease, Alzheimer's Disease, Muscular Dystrophy, Multiple Sclerosis etc.)
  - b. Shaky hands or tremors.
- 3) Applicants must notify SITCM if they have any serious health issues in Section 9 of the *VET Student Application Form*.
- 4) SITCM has processes in place to provide support to students with health and medical issues.
  - a. Information about what support is available can be found in the *Student Support Services Policy and Procedure*.
- 5) Applicants who have serious health issues that may affect their ability to successfully complete the VET course may be refused admission to SITCM.
  - a. No applicant will be refused admission without the opportunity to attend an interview with the Registrar (or other nominated senior staff member).

### **2.3 VERIFICATION OF QUALIFICATIONS AND OTHER SUPPORTING DOCUMENTS**

Applicants to SITCM must submit evidence of relevant qualifications and other supporting documents.

- 1) Applicants must supply a certified copy of all supporting documents, including required academic qualifications and/or English proficiency certifications.
- 2) A certified copy is:
  - a. A photocopy of the original document signed and dated by a Justice of the Peace; or
  - b. An original copy cited by the Registrar; or

- c. The necessary information and consent for SITCM to verify the authenticity of the document with the issuing institution.
- 3) Applicants who are unable to supply a certified copy of a supporting document due to special circumstances (e.g. they are a refugee) must provide a statutory declaration. The statutory declaration must include:
  - a. The qualification.
  - b. The reasons why the applicant is unable to obtain the documentation.
- 4) Applicants may be asked to provide validation of overseas qualifications by relevant authorities.
- 5) Applicants who do not submit certified copies of qualifications and other supporting documents or a statutory declaration will be refused admission to SITCM.
- 6) Where there is any doubt about the authenticity of documentation provided the Registrar may contact the applicant for further evidence and/or information.
- 7) If the Registrar is not satisfied that the documentation is authentic the applicant will be refused admission.

## **2.4 APPLICATIONS**

### **2.4.1 PRE-APPLICATION**

- 1) Applicants can find course information and fees information in the *VET Student Prospectus*, which is available on the SITCM website.
- 2) Applicants can find information about fees in the *VET Student Prospectus* and in the *Fees Policy*, both of which are available on the SITCM website.
- 3) Applicants can find information about potential eligibility for recognition of prior learning in the *Recognition of Prior Learning Policy and Procedure*, which is available on the SITCM website.
- 4) Applicants can find information about deferring and withdrawing in the *Deferral and Withdrawal Policy and Procedure*, which is available on the SITCM website.
- 5) Applicants can find information about refunds in the *Refund Policy*, which is available on the SITCM website.

### **2.4.2 ASSESSMENT OF APPLICATIONS AND VERIFICATION OF EVIDENCE**

All applications will be assessed by the Registrar.

- 1) Applicants who apply to undertake a course of study at SITCM must submit documentary evidence that demonstrates they meet the entry criteria of their chosen course.
- 2) Qualifications submitted in a language other than English must be accompanied by a certified official translation.
- 3) Where there is any doubt about the authenticity of any documentation provided, the Registrar may correspond with the issuer of the document and make relevant enquiries.

### **2.4.3 OFFERS AND ACCEPTANCE**

- 1) Applicants who meet the eligibility criteria for admission to a SITCM VET course will receive a written offer of a place in the course via an *Offer of Enrolment & Acceptance Agreement* letter.
- 2) Applicants who have not provided copies of their qualification(s) to meet the Education Requirements will receive a conditional offer subject to:
  - a. Providing copies of their qualification(s) to SITCM; or

- b. Undertaking a Language, Literacy and Numeracy (LLN) test and be assessed as competent at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy.
- 3) Offers will be made to successful applicants in the order that applications are received up to the maximum number of places available in the course.
- 4) Applicants accept the offer of a place in the course by signing and returning a copy of the *Offer of Enrolment & Acceptance Agreement* as directed.
- 5) Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published policies and procedures of the Institution.
- 6) Once an offer is accepted, the applicant is enrolled in their chosen course and sent a *Confirmation of Enrolment* letter with details about the course and arrangements for student orientation.

#### **2.4.4 CANCELLATION OF ENROLMENT**

- 1) A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false.
- 2) A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

#### **2.5 REFUSAL OF ADMISSION**

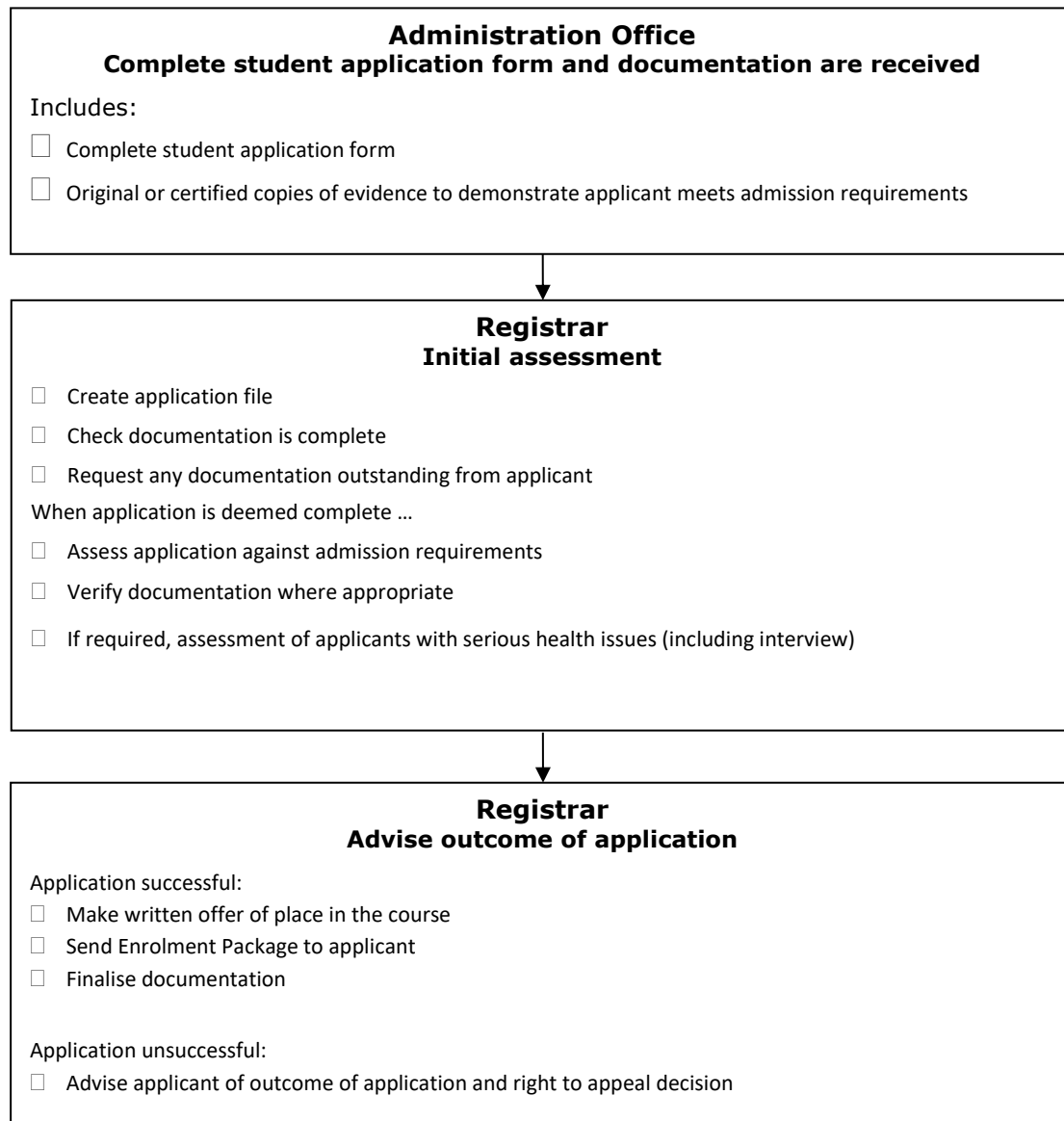
SITCM may refuse admission to a VET course:

- 1) If the applicant is deemed unlikely to successfully complete the VET course for academic reasons.
- 2) If the applicant does not provide certified copies of supporting evidence.
- 3) If the applicant has serious health issues that may hinder their ability to progress through the course.

#### **2.6 APPEALING A DECISION**

- 1) An applicant may appeal against a decision to refuse admission to a course.
- 2) The appeal must follow the process outlined in SITCM's *Academic Grievance Policy and Procedure*, which is available on the SITCM website.

### 3 ADMISSIONS PROCEDURE



### 4 RELATED POLICY AND OTHER DOCUMENTATION

- 1) VET Student Prospectus.
- 2) VET Student Application Form.
- 3) E2.02 Student Support Services Policy and Procedure.
- 4) E2.14 Fees Policy.
- 5) E2.09 Deferral and Withdrawal Policy.
- 6) A1.03 Credit for Prior Learning Policy and Procedure.
- 7) E2.15 Refund Policy.
- 8) Offer of Enrolment & Acceptance Agreement.
- 9) Confirmation of Enrolment.
- 10) A1.14 Non-Academic Grievance Policy and Procedure.