



ACFB Policy | Student Selection Process

Version Control Procedure			
Date	Type of Change	Details	By Who
30/09/2014	Major	Document created	Business Manager
04/02/2016	Minor	Addition of 'Exit Level 3' requirement for VET Student Loans	Business Manager

Purpose

In line with procedure RTOPRO001 Access and Equity, this procedure exists to ensure that everyone has the opportunity to successfully gain skills, knowledge and experience through education and training. It also ensure that ACFB maintains a valid and fair process for accepting or declining students and all students that are accepted to study ACFB are able to manage the workload.

Scope

This procedure applies to the administration, sales and marketing team.

Responsibility

- Director/s
- Coordinators
- Sales and Marketing
- Administration

Process

Enrolment Entry Requirements

ACFB accepts all domestic students looking to complete courses within our scope of practice as published on www.training.gov.au.

Any student wishing to enrol in a course at ACFB must 16 years of age and over. A minimum of year 10 English or equivalent is required prior to commencing any course at ACFB. Students are encouraged to contact ACFB prior to enrolment to discuss their course options, study needs, fees, timetables and ACFB's policies.

Students who have not completed a Certificate III or equivalent level qualification, or who has English as a second language (ESL), at the discretion of ACFB must complete a LLN form (accessible on ACFB's website). Students wishing to enter a VET Student Loans eligible course, MUST have an exit level of three (3) (Australian Core Skills Framework) or above in reading and numeracy to undertake study at ACFB. This will be assessed prior to enrolment.



If ACFB feels that the potential students LLN level is of an adequate standard, they may not have to complete the LLN form. This decision is made prior to enrolment by the sales & marketing assistant, administration manager or business manager.

This information is available on ACFB's website at: <http://www.acfb.com.au/faqs.html>

Prior to enrolment, if a person considers them self to have a disability or impairment, they should notify ACFB so we can take them through the course details, and provided them with a realistic course overview to suit their specific needs. This may include (for example):

- modification of the course delivery / structure
- additional support from an internal mentor
- the change from on-line assessments to hardcopy (or vice versa)
- on-going assistance from ACFB's Student Support Officers
- any internal support or assistance that is within ACFB's power to provide will be offered to the potential student

This can be done either through an informal meeting (with a follow-up email documenting what is involved in the course and any changes from ACFB or requirements from the potential student). Or a formal meeting with the potential student and / or their support person / case worker.

A person with ESL or who has not completed any qualifications after high school may be asked to complete a LLN form to gain a better understanding of their LLN level and requirements.

<http://www.acfb.com.au/enrol-forms/enrolments-forms.html>

If ACFB feels that a person would not be able to cope with the workload, language barriers or course requirements, they will be notified prior to enrolment and provided with other opportunities or avenues to assist them. ACFB has contacted the ELS teaching department at Box Hill TAFE who has provided us with flyers, brochures, assistance and a contact person who can recommended courses for people with LLN difficulties.

Prior to enrolment, ACFB makes available and provides clear information to all students including

- course details, delivery methods and study requirements
- financial requirements, fees, charges and refund policy
- student handbook & policy and procedures
- Language, Literacy and Numeracy (LLN) and entry requirements
- support services provided by ACFB
- recognition of prior learning (RPL) information
- timelines and course expiry dates
- Victorian Training Guarantee Information
- VET Student Loans Information
- ACFB's Student Scholarship Information (if applicable)



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Selection Process

As a VET Provider ACFB has open, fair and transparent procedures that are based on merit for making decisions about: the selection, from among persons including those who are, or would be, entitled to VET Student Loans assistance undertaking a VET course of study.

If a student wishes to enrol, the enrolment form and any other applicable form should be completed and returned to ACFB. Once these forms have been received, the student will be contacted and advised if they have been accepted into their chosen course of study and if they are also eligible for the Victorian Training Guarantee, VET Student Loans or ACFB's Student Scholarship Program.

Related Documents

- Access & Equity
- Student Handbook

[Top of Document](#)

