



## STU013 Student Selection Process

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Version Control Procedure				
Date	Type of Change	Version	Details	By Who
30/09/2014	Major	V1	Document created	Business Manager
04/02/2016	Minor	V1.1	Addition of 'Exit Level 3' requirement for VET Student Loans	Business Manager
17/01/2017	Minor	V1.2	Change reference to VET Student Loans & Skills First Funding	Business Manager
04/02/2019	Minor	V1.3	Clarification regarding academic suitability	Business Manager
02/04/2020	Minor	V1.4	Inclusion of electronic signature	Business Manager
08/02/2022	Minor	V2	Update to statement of fees and grammatical correction	Business Manager
23/11/2024	Minor	V2.1	General Concession Pre-Enrolment Application Form	Business Manager
11/02/2025	Minor	V2.2	Inclusion of Learner Needs Analysis	Business Manager

### Purpose

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 Skills First Funding and/or VET Student Loans assistance undertaking a VET course of study. This policy provides information for domestic students (which include Australian citizens and permanent residents, including permanent humanitarian visa holders) about the admissions to VET course offer by ACFB.

### Scope

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

### Responsibility

Business Manager  
Program Manager

Course Coordinators  
Sales and Marketing Officer

Administration Officers  
Student Support Office

### Policy

ACFB provides training to all eligible domestic students looking to complete courses within our scope of practice as published on [www.training.gov.au](http://www.training.gov.au).

Any applicant wishing to enrol in a course at ACFB must 18 years of age and over. A minimum Core Skills level as outlined in this policy is required prior to commencing any course at ACFB. Applicants are encouraged to contact ACFB prior to enrolment to discuss their course options, study needs, fees, timetables and ACFB's policies.

ACFB abides by the eligibility and suitability requirements of each of its funding arrangements and ensures that all staff involved in the selection, application and enrolment of students are trained as well as meet all professional requirements.

### Information provided prior to enrolment



1. All information an applicant requires to understand what is involved in a course prior to enrolment is available to them via ACFB's website. This includes:
  - A cover email with an overview of the chosen course(s) which includes:
    - What the student will learn
    - Study options
    - Practical requirements (in addition to course)
    - Funding and payment options
    - How the student will be assessed
    - Invitation to visit the campus
    - How to enrol
  - An initial *course information brochure* which includes:
    - List of course units of competency
    - Fees and payment options, including a specific instalment plan (if applicable)
    - Delivery methods
    - Practical requirements
  - Delivery options and duration
  - Entry requirements and Recognition of Prior Learning
  - Outcomes
  - Enrolment forms and Student Handbook - <https://acfb.edu.au/forms/>
  - Core Skills Requirements
  - RPL information
  - VSL information and Policies - <https://acfb.edu.au/vet-student-loans/>
  - Statement of fees (sent to the student)

### **Student Suitability and Pre-Training Review**

To determine an applicant's suitability, ACFB will conduct a pre-training review prior to enrolment with all students looking to enrol. Through our pre-training review we work with each applicant to determine their:

- training and career goals,
- any special learning requirements they may need,
- any potential obstacles that may arise in the pathway to achieving these goals,
- delivery method preference and suitability (to their learning style and life style),
- Has the applicant access to a computer and internet,
- Has the applicant worked in that sector previously,
- What is the highest level of study achieved by the applicant,
- What previous course studies has the applicant completed,
- need for any additional support,
- and further discuss:
  - General course details and guide;
  - Core/elective competency notional times;
  - Fees and admission procedures;
  - Certification gained on completion;
  - USI requirements



- Competency information;
  - Assessment procedures;
  - Enrolment and eligibility requirements including; citizenship, residency and age (if applicable) evidence
  - Any applicable forms/documents, and
- *Note; ACFB makes all attempts to hold a face-to-face discussion (on campus) with each applicant (where possible) prior to enrolment to assist them further in their chosen course. If the applicant is required to complete a Core Skills Assessment, this is conducted prior to enrolment.*

### **Learner Needs Analysis**

Prior to the student commencing their course, if the student, or ACFB, has identified that they have a learning need, impairment, disability, or condition, ACFB will complete a Learner Needs Analysis to identify if their specific need requires reasonable adjustment to their training or assessment.

Reasonable Adjustment is designed to establish clear expectations and mutual understanding between the student and ACFB regarding the support and adjustments available throughout their course. This plan ensures both parties are aligned in their understanding of your needs and the reasonable adjustments that can be provided to facilitate equitable participation in the training and assessment process at the commencement of their studies.

### **Academic Suitability**

Students must be academically suited to undertake their chosen and approved course and *meet any other specified entry requirement for the course.*

#### **For enrolments in an Advanced Diploma level course:**

- a) *ACFB must obtain a copy of a HLT50307/HLT52015 Diploma of Remedial Massage certificate that has been awarded to the student; and*
- b) *the course for the qualification was delivered in English.*

and,

- c) *ACFB reasonably believes that the student displays that competence;*

#### **For enrolments in a VET Student Loans enabled course:**

- a) *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,

- b) *ACFB must obtain a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student; and*
- c) *the course for the qualification was delivered in English.*

or,

- d) *the student is assessed<sup>^</sup> as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool\* approved under section 82; and*
- e) *ACFB reasonably believes that the student displays that competence;*



Also, ACFB must *believe on reasonable grounds that the student is academically suited to undertake the course.*

**For enrolments in a Certificate IV level course:**

- a) *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,
- b) *ACFB must obtain a copy of a certificate (however described) that a qualification at level 3 or above in the Australian Qualifications Framework has been awarded to the student; and*
- c) *the course for the qualification was delivered in English.*
- or,
- d) *the student is assessed<sup>^</sup> as displaying competence at or above Exit Level 2 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool\* approved under section 82; and*
- e) *ACFB reasonably believes that the student displays that competence;*

**For enrolments in a Certificate III level course:**

- a) *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,
- b) *ACFB must obtain a copy of a certificate (however described) that a qualification at level 2 or above in the Australian Qualifications Framework has been awarded to the student; and*
- c) *the course for the qualification was delivered in English.*
- or,
- d) *the student is assessed<sup>^</sup> as displaying competence at or above Exit Level 1 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool\* approved under section 82; and*
- e) *ACFB reasonably believes that the student displays that competence;*

*\* Please note: The assessment tool used by ACFB and approved by the Department is the Core Skills Profile for Adults (CSPA) tool. All assessments are conducted with honesty and integrity. CSPA is an online assessment of foundation skills that assesses and reports on learner's skills instantly with reports on candidate performance available immediately after completion of the assessments for use as evidence of competency.*

*<sup>^</sup> The results of assessing a student's competence in reading and numeracy will be provided:*

- (a) to the student as soon as practicable after the assessment; and*
- (b) to the Secretary in the form, manner and by the time requested by the Secretary.*

If we detect the applicant may have difficulty with the course due to lower than required communication or core skills level, ESL, has a special learning need and/or disability and/or has not completed any previous qualifications, ACFB may request an applicant completes a Core Skills Assessment, irrespective of having completed a qualification level listed above (a, b & c above), so that ACFB may gain a better understanding of their Core Skills level, training needs and academic suitability.

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 may provide them with information from the ELS teaching department at Box Hill TAFE who can recommended courses for people with Core Skills difficulties.

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 applicant). Or a formal meeting with the applicant and / or their support person / case worker.

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

### **Required forms and evidence upon enrolment**

Relevant identification and proof of eligibility will be required and obtained by ACFB upon enrolment. These will include the enrolment form, applicable funding form (if applicable) and proof of Citizenship/Residency, age, academic suitability (if applicable) as outlined below:

- **Full Fee Students**
  - **Enrolment form to be completed<sup>^</sup>** and the following:
    - Proof of Australian Residency
    - Direct debit or proof of payment
    - Academic suitability evidence
- **Skills First Funding** – Due to the high demand for ACFB's Skills First Funded courses and the limited places available each month, ACFB have introduced a General Concession Pre-Enrolment Application Form to ensure enrolling students are genuinely committed to their studies.
  - This document is provided to potential students prior to enrolment
  - Once we receive an application, it will be carefully reviewed, and the student will be informed of the outcome.
  - If the application is successful, ACFB will notify the student and commence the enrolment process.
  - If the application is unsuccessful, we will provide feedback, and the student is welcome to reapply in the future.
- In order for ACFB to accurately determine an applicant's eligibility under the Skills First Funding scheme, relevant evidence is to be certified and mailed to ACFB or sighted and copied by an ACFB delegate. The relevant evidence is to be retained for each Eligible Individual prior to commencement in training, as listed in the following documents:
  - Guidelines about Eligibility
  - Guidelines about Fees
  - **Enrolment form to be completed<sup>^</sup>**
  - **Skills First Funding application form to be completed<sup>^</sup>** and the following:



- Proof of Australian residency
- Proof of Victorian residency
- Academic suitability evidence
- a valid concession/pension/health care card issued by Centrelink (if applicable).
- Direct debit or proof of payment

Please refer to the Skills First Funding page on ACFB's website for eligibility requirements:

- <https://acfb.edu.au/skills-first-funding>
  
- **VET Student Loans** - In order for ACFB to accurately determine an applicant's eligibility under the VET Student Loans scheme, relevant evidence is to be certified and mailed to ACFB or sighted and copied by an ACFB delegate. The relevant evidence is to be retained for each Eligible Individual prior to commencement in training, as listed in the VET Student Loans Information Booklet.
  - **VET Student Loan declaration form to be completed<sup>^</sup>** and the following:
    - Proof of Australian Citizenship
    - Academic suitability evidence

In addition, the collection and verification of the following information and documents relating to a student applying for a VET Student Loan:

- (a) information about the student's identity and date of birth;
- (b) if the student is under 18\*, information that:
  - (i) one of the signatories to the application is a responsible parent of the student; or
  - (ii) the student has received youth allowance (within the meaning of the *Social Security Act 1991*) on the basis that the student is independent (within the meaning of Part 2.11 of that Act);
- (c) information and documents to establish that the student meets the requirements of section 11 of the Act;
- (d) if the student has applied for, but not been issued with, a tax file number—a certificate from the Commissioner that the student has applied for a tax file number.

\* Any applicant wishing to enrol in a course at ACFB must 18 years of age and over.

Please refer to the VET Student Loans page on ACFB's website for eligibility requirements:

- <https://acfb.edu.au/vet-student-loans>

Enrolment forms are available on ACFB's website at: <http://www.acfb.edu.au/forms>

<sup>^</sup> When forms are completed electronically by the students, the applicable enrolment forms must be emailed to the student directly through the '**Adobe Sign**' function of the PDF document to ensure the electronic signature meets an action equivalent to traditional signature.

## **Student Selection**



If an applicant wishes to enrol, the enrolment form and any other applicable form and evidence as outlined and referenced in this procedure must be provided to ACFB. Once these forms and evidence have been received, a decision based on merit will be made to determine the selection of the applicant, their eligibility and academic suitability into their chosen course. The outcome will be provided to the applicant as soon as reasonably possible.

All documents and evidence provided by the applicant will be retained by ACFB.

**Related Documents**

- COM001 Access & Equity
- COM002 Accuracy and Integrity of Marketing
- STU014 Core Skills Assessment & Evidence
- Student Handbook
- VET Student Loans Rules (and Act)
- Guidelines about Determining Student Eligibility and Supporting Evidence
- Guidelines About Fees
- Standards for NVR Registered Training Organisations