



STU013 Student Selection Process

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	V2	Inclusion of electronic signature	Business Manager
08/02/2022	Minor	V2.1	Update to statement of fees and grammatical correction	Business Manager
11/02/2025	Minor	V2.2	Introduction of formalised Learner Needs analysis	Business Manager
18/09/2025	Major	V2.3	Updated to ensure compliance with new 2025 RTO Standards	Business Manager
23/02/2026	Minor	V2.4	Inclusion of new enrolment form and removal of Skills First Funding	Business Manager

Purpose

This procedure sets out ACFB's fair, transparent and evidence-based approach to student selection and enrolment. It ensures that admission decisions are made in accordance with published entry requirements, academic suitability criteria, diversity and inclusion principles, and applicable legislative obligations, including VET Student Loans (where relevant). This policy supports informed participation, equitable access to training, and a culturally safe and inclusive learning environment for eligible domestic students within ACFB's approved scope of registration.

Scope

This procedure applies to all staff involved in student recruitment, selection, enrolment and student support, including administration, sales and marketing personnel.

Responsibility

Business Manager	Course Coordinators	Administration Officers
Program Manager	Sales and Marketing Officer	Student Support Office

Policy

ACFB provides training to eligible domestic students in qualifications and accredited courses within its approved scope of registration as published on training.gov.au.

Applicants must be 18 years of age or older at the time of enrolment and meet the minimum core skills and entry requirements specified for their chosen course. ACFB ensures that prospective students are provided with sufficient information prior to enrolment to make an informed decision about their training options, including course requirements, fees and relevant policies.

ACFB complies with all applicable eligibility, academic suitability and VET Student Loan requirements (where relevant). Staff involved in student recruitment, selection and enrolment are appropriately trained and understand their responsibilities in relation to fair, transparent and compliant enrolment practices.



1. Information provided prior to enrolment

- 1.1 Prior to enrolment, ACFB ensures that all prospective students are provided with clear, accurate and accessible information to enable informed decision-making.
- 1.2 The following information is made available via ACFB's website and provided directly to applicants through an Information Pack email:
 - a) Course Overview
 - I. Qualification title and units of competency
 - II. Course outcomes and potential pathways
 - III. Delivery mode(s), duration and study options
 - IV. Practical placement or additional course requirements (if applicable)
 - V. Assessment methods
- 1.3 Entry and Suitability Requirements
 - a) Academic and core skills requirements
 - b) Recognition of Prior Learning (RPL) information
 - c) Credit Transfer
 - d) Any prerequisite or licensing requirements
- 1.4 Fees and Payment Information
 - a) Total course fees
 - b) Payment options, including instalment plans (if applicable)
 - c) Eligibility information (e.g. VET Student Loans, where applicable)
 - d) Statement of Fees, provided directly to the student prior to enrolment
- 1.5 Student Policies and Support Information
 - a) Student Handbook
 - b) Enrolment forms
 - c) Core Skills Assessment information
 - d) VET Student Loans information (where applicable)
 - e) Access to relevant policies via the ACFB website
- 1.6 Prospective students are encouraged to review this information and contact ACFB to discuss their course options, study requirements and individual circumstances prior to enrolling.
- 1.7 ACFB ensures that all marketing and pre-enrolment information is accurate, consistent and not misleading.

2. Student Suitability and Pre-Training Review

- 2.1 ACFB conducts a Pre-Training Review with all prospective students prior to enrolment to determine whether the training product and delivery mode are appropriate for the individual's needs, skills and circumstances.
- 2.2 The Pre-Training Review is designed to ensure that the student:
 - a) has clear training and career goals aligned to the course outcomes;



- b) meets the academic and core skills requirements of the course;
- c) understands the training and assessment requirements;
- d) has the capacity and resources to participate in the selected delivery mode (including access to a computer and internet where required); and
- e) receives appropriate advice regarding support services or alternative pathways where necessary.

2.3 As part of this process, ACFB discusses:

- a) prior education, training and industry experience;
- b) learner needs analysis information;
- c) delivery options and study expectations;
- d) assessment methods and competency requirements;
- e) fees, VET Student Loan eligibility and enrolment obligations;
- f) certification outcomes;
- g) USI requirements; and
- h) any documentation or evidence required for enrolment.

2.4 Where required, applicants may be asked to complete a Core Skills Assessment prior to enrolment to determine academic suitability and support needs.

2.5 Where practicable, ACFB seeks to conduct the Pre-Training Review through a direct discussion (face-to-face or via phone/video) to ensure the applicant fully understands the course requirements and can make an informed decision.

2.6 The outcome of the Pre-Training Review informs enrolment decisions and any support or reasonable adjustment arrangements required.

2.7 ACFB ensures that enrolment only proceeds where the student has demonstrated an understanding of the course requirements, training and assessment expectations, and confirms that the training product and selected delivery mode are appropriate to their individual needs, skills and circumstances.

2.8 Where the Pre-Training Review, Core Skills Assessment or supporting evidence indicates that the applicant is not suitable for the course, ACFB will not proceed with enrolment. In these circumstances, ACFB will provide clear guidance and, where appropriate, refer the applicant to alternative training pathways or support services.

3. Diversity, Inclusion and Cultural Safety

3.1 ACFB is committed to fostering a safe, respectful and inclusive learning environment that supports and values the diversity of its students.

3.2 ACFB recognises that students may differ in age, gender, cultural background, Aboriginal and Torres Strait Islander identity, disability, language background, prior educational experience, socioeconomic status and life circumstances. ACFB ensures all students are treated with dignity, fairness and respect throughout the enrolment and training process.

3.3 ACFB promotes diversity, inclusion and cultural safety by:

- a) Conducting a Pre-Training Review to identify individual learning needs and potential barriers prior to



enrolment.

- b) Completing a Learner Needs Analysis where a disability, impairment or support need is identified. This may include cultural or religious needs, including but not limited to the requirement to treat or be treated by a specific gender.
- c) Implementing reasonable adjustments to training and assessment where appropriate and practicable as part of the Learner Needs Analysis process.
- d) Providing access to Student Support Services for ongoing academic or personal support through the eLearning Portal.
- e) Offering flexible delivery options where available to accommodate different learning styles and life circumstances.
- f) Referring students to external support services where additional assistance is required.
- g) Ensuring staff involved in enrolment and student support understand their responsibilities under Access & Equity Policy and anti-discrimination laws. Conducted on employment commencement and via staff/trainer meetings.
- h) Maintaining a zero-tolerance approach to discrimination, harassment or victimisation, in accordance with ACFB's Access & Equity Policy.
- i) Promoting cultural safety for First Nations students by ensuring respectful communication and inclusive practices in all student interactions.

3.4 ACFB monitors student feedback and engagement to continuously improve the inclusiveness and safety of its learning environment.

4. Learner Needs Analysis and Reasonable Adjustment

- 4.1 Where a student discloses, or ACFB identifies, a learning need, disability, impairment or other condition that may affect participation in training or assessment, ACFB will conduct a Learner Needs Analysis prior to course commencement.
- 4.2 If a student does not disclose this information prior to or on enrolment and it is discovered during their training, ACFB will conduct a Learner Needs Analysis at the earliest convenience.
- 4.3 The purpose of the Learner Needs Analysis is to:
 - a) identify any barriers to participation;
 - b) determine whether reasonable adjustments are required; and
 - c) ensure the student can participate in training and assessment on an equitable basis.
- 4.4 Where reasonable adjustment is appropriate and practicable, ACFB will document the agreed adjustments and implement them in consultation with the student.
- 4.5 Reasonable adjustment may include modifications to training delivery, assessment methods or support arrangements, provided that the integrity of the training product and assessment requirements is maintained.
- 4.6 The Learner Needs Analysis establishes clear expectations and mutual understanding between ACFB and the student regarding the support available throughout the course.
- 4.7 All reasonable adjustments are applied in accordance with ACFB's Access & Equity Policy and relevant legislative requirements.



- 4.8 Support services and reasonable adjustments are tailored to the individual needs identified through the Pre-Training Review and Learner Needs Analysis to ensure students are able to participate in training and assessment on an equitable basis.
- 4.9 ACFB monitors student engagement, progression and participation throughout the course to identify any emerging support needs or risks to successful completion.
- This monitoring may include review of attendance, assessment progress, engagement with learning resources and communication with trainers and support staff.
 - Where required, ACFB will implement appropriate support strategies or reasonable adjustments to support the student's progression.
- 4.10 Where a student is identified as being at risk of non-completion or experiencing significant barriers to participation, ACFB will implement additional support strategies and, where appropriate, refer the student to internal or external support services.

5. Academic Suitability

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

5.2 For enrolments in an Advanced Diploma level course:

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

and,

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

5.3 For enrolments in a VET Student Loans enabled course:

- 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,

- 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*
- the course for the qualification was delivered in English.*

or,

- the student is assessed[^] 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*
- ACFB reasonably believes that the student displays that competence;*

and,

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

5.4 For enrolments in a Certificate IV level course:

- 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,

- 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*
- the course for the qualification was delivered in English.*

or,



- d) *the student is assessed[^] 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;*

5.5 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[^] 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;*

5.6 * The assessment tool used by ACFB, as approved by the Department, is the **Core Skills Profile for Adults (CSPA)**. CSPA assesses reading and numeracy against the Australian Core Skills Framework (ACSF). Results are generated upon completion and retained as evidence of academic suitability where required.

5.7 [^] Assessment results are:

- a) provided to the student as soon as practicable after completion; and
- b) reported to the Secretary in the form, manner and timeframe required under applicable legislation.

5.8 CSPA assesses reading and numeracy against the Australian Core Skills Framework (ACSF). Results are generated upon completion and retained as evidence of academic suitability where required.

5.9 Where ACFB identifies that an applicant may require additional support to successfully participate in training and assessment — including due to communication skills, English language proficiency, foundation skills levels, disability, impairment, or limited prior education — ACFB may require the applicant to complete a Core Skills Assessment prior to enrolment.

5.10 This requirement may apply irrespective of previously completed qualifications where ACFB reasonably considers further assessment necessary to determine academic suitability and support needs.

5.11 The purpose of this process is to:

- a) ensure the course is appropriate to the applicant's skills and capacity;
- b) identify any reasonable adjustments or support strategies required; and
- c) support informed decision-making prior to enrolment.

5.12 Where assessment indicates that the applicant may not currently have the capacity to meet course requirements, ACFB will:

- a) discuss the outcome with the applicant;
- b) provide clear information about course expectations; and
- c) where appropriate, refer the applicant to alternative training pathways or external support services, including foundation skills or English language programs.



- 5.13 ACFB's decisions regarding suitability are based on evidence gathered through the Pre-Training Review and any required assessment and are made in accordance with Access & Equity principles.
- 5.14 Applicants are encouraged to disclose any disability, impairment or specific learning need prior to enrolment. Where disclosed, ACFB will determine, in consultation with the applicant, whether reasonable adjustments can be implemented without compromising the integrity of the training product.
- 5.15 All support discussions and agreed adjustments are documented in accordance with ACFB procedures.
- 5.16 This information is available on ACFB's website at: <http://www.acfb.edu.au/faqs>

6. Required forms and evidence upon enrolment

- 6.1 Prior to enrolment and commencement of training, ACFB collects and retains all required documentation to confirm a student's identity, eligibility, academic suitability and VET Student Loans eligibility (where applicable).
- 6.2 All required evidence is retained in accordance with legislative, VET Student Loan and recordkeeping requirements.
- 6.3 Full fee students must complete the Enrolment Form and provide:
- Valid proof of Australian citizenship or residency;
 - Evidence of academic suitability (as outlined in this procedure);
 - Photo identification
- 6.1 For students applying for a VET Student Loan, ACFB collects and retains all documentation required under the VET Student Loans Act and associated Rules prior to course commencement.
- 6.2 Eligible students must complete the VET Student Loan Declaration section of the enrolment form and provide:
- Proof of Australian citizenship (or other eligible status as defined under the Act);
 - Evidence of academic suitability;
 - Verified identification and date of birth documentation.
- 6.1 Where applicable, ACFB will also collect and verify:
- Evidence of parental consent or independent status (if relevant under legislative requirements);
 - Documentation confirming the student meets the eligibility requirements under section 11 of the Act;
- 6.1 All eligibility evidence must be either certified and mailed (not emailed) or sighted and verified by an authorised ACFB delegate and retained in the student's file prior to commencement.
- 6.2 ACFB only enrolls students in VET Student Loans approved courses where all eligibility requirements have been satisfied.
- 6.3 ACFB maintains up to date VET Student Loan information on our website for students - <https://acfb.edu.au/vet-student-loans>



7. Student Selection

- 7.1 Applicants seeking enrolment must submit a completed Enrolment Form (<http://www.acfb.edu.au/forms>) and all required supporting documentation as outlined in this procedure.
- 7.2 Upon receipt and verification of all required documentation, ACFB will assess the applicant's eligibility, academic suitability and capacity to undertake the selected course. Selection decisions are made on a fair, transparent and merit-based basis, consistent with Access & Equity principles and applicable VET Student Loan requirements.
- 7.3 ACFB ensures that enrolment decisions are:
- based on evidence gathered through the Pre-Training Review and supporting documentation;
 - consistent with published entry and eligibility requirements; and
 - free from discrimination or bias.
- 7.4 Applicants will be advised of the outcome of their application as soon as reasonably practicable. Where an application is not approved, ACFB will provide appropriate guidance regarding alternative pathways where relevant.
- 7.5 All documentation and evidence provided by the applicant is securely retained in accordance with legislative, VET Student Loan and recordkeeping obligations.
- 7.6 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)
- 2025 Standards Registered Training Organisations