



Policy Name:	Admission and Enrolments
Document Number:	V9.6.01
Approved by:	Director Compliance and Training Management
Last Approval Date:	April 2022
Review Date:	April 2024
Audience:	NIET Group (AAI) Staff, Students and Community
Contact Officer:	Admissions Officers
Related Documents:	
Legislation:	The National Vocational Education and Training Regulator Act 2011 Standards for Registered training Organisations (RTOs) 2015 VSL Loan Act 2016 ; VSL Student Loan Rules 2016 ; VET Student Loans Information Booklet 2017 .

1. Purpose and Objective

This policy deals with the enrolment of a person to a course or program of the NIET Group (AAI) to ensure compliance with relevant Government requirements and regulations.

Objective is to:

- Provide a framework that ensures integrity of admissions decisions
- Set clear responsibilities and accountabilities for admissions decisions
- Ensure that admissions process is transparent, and decisions are consistent and fair

2. Procedure Scope/Coverage

This applies to all persons seeking to be enrolled as a student in the NIET Group (AAI).

3. Definitions

VET - Vocational Education and Training

Domestic student – a student who is:

- an Australian citizen; or
- a New Zealand citizen; or
- the holder of a permanent visa for Australia

AQF – Australian Quality Framework

4. Policy

The NIET Group (AAI) will:

- consider the prospective learners need, existing skills and existing competencies and provide appropriate advice about the training product
- determine the support needs of prospective learner and ensures that if enrolled, the student can be provided access to the educational and support services necessary for them to meet the requirements of the training product
- provide current and accurate information that enables the learner to make informed decisions
- admission and enrolment of students into group courses will be based on clearly defined, consistent and equitable requirements which are available in a manner that is easily accessible



- This includes
 - a) Language Literacy and Numeracy Testing
 - b) Course duration
 - c) Fees and charges (Tuition Fees)
 - d) Eligibility for Recognition for Prior Learning

The NIET Group (AAI) is committed to ensuring that all practices in relation to Enrolments are consistent, fair and transparent, and comply with applicable external regulations and requirements

4.1 Pre-Enrolment

4.1.1 The NIET Group (AAI) will:

- assess prospective students' Language, Literacy and Numeracy competence
- that there are no application fees relating to enrolment, or enrolling in, an approved VSL course
- offer Recognition of Prior Learning as an alternative assessment method - students will enrol as for students intending to complete full study and assessment.
- make the necessary course and fee information readily available to Students to enable them to make informed enrolment decisions
- provide reasonable services and support to enable them to fulfil the requirements of their enrolment (detailed on the website).
- provide information collected at enrolment to NCVER, the NIET Group (AAI) and other regulatory bodies for statistical purposes while abiding by the group privacy policy and relevant privacy legislation.
- retain the right to discontinue, suspended or cancel the Enrolment of a Student established by the group, at the instigation of either the NIET Group (AAI) or the student.

4.2.1 Students agree to:

- abide by the regulations, policies, and procedures of the NIET Group (AAI)
- pay all fees, levies and charges associated with their Enrolment
- the collection and recording of information in accordance with the group privacy policy and relevant privacy legislation
- enrol in good faith that they have made necessary arrangements to enable them to be successful in their study and are prepared to make the required effort to satisfactorily complete the study in which they enrol

4.2.2 Enrolled Students are:

- able to participate in classes, and other educational and support activities of the NIET Group (AAI)
- to receive recognition for the work done
- to be awarded a Grade on completion of the requirements of a unit or course of study
- eligible to receive an Award from the NIET Group (AAI).

4.2.3 Admission Appeals

- unless otherwise stated, admission appeals in relation to these procedures are determined by CEO of the NIET Group (AAI).
- where an applicant has been offered a place and it is later found that incomplete or inaccurate information was provided by or on behalf of the applicant, the CEO may withdraw the offer or cancel the student's enrolment or both.



4.2.4 Applicants Subject to Suspension, Expulsion or Refusal of Enrolment

- an applicant who, as a student of the group has been suspended or denied permission to enrol following unsatisfactory academic progress may be refused admission.
- an applicant whose results at another tertiary institution/RTO provider would have rendered them liable to show cause why enrolment should not be cancelled due to unsatisfactory academic progress may be refused admission.

4.2.5 Notification of course cancellation – Action to be taken

- a student will be granted credits for parts of the original course successfully completed by the student, as evidenced by:
 - a Statement of attainment or other AQF certification documentation issued in accordance with the AQF; or
 - an authenticated VET Transcript prepared by the Director Compliance and Training Management (Registrar) (*within the meaning of the Student Identifiers Act 2014*)
 - the student is not charged tuition fees for a replacement component of the replacement course – if tuition fees have been paid for the affected part of the original course.; and
 - the student is enrolled in the replacement course as soon as possible.

4.2.6 Cancellation of a student enrolment

- notify student of proposed cancellation.
- advise the student that they have at least 28 days to initiate a grievance before cancellation takes final effect.
- provide for the cancellation to take final effect only after the grievance procedure initiated by the student has been completed.
 - The meaning of a Census Day; and
 - If the student withdraws before the Census Day, they will not incur a VET Student Loan debt and will receive a refund.

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New Policy developed
1.0	Director	April 2022	April 2022	Policy approved