1. **POLICY STATEMENT**

1.1 **Purpose /Intent:**

The purpose of this policy is to provide a framework and guideline for West Coast Institute to assess and process potential student admission and enrolment into the diploma, advanced diploma, graduate certificate and graduate diploma qualifications offered under VET FEE-HELP.

West Coast Institute makes this policy and associated VET FEE-HELP policies publicly available on the West Coast Institute website and in the Organisation’s VET FEE-HELP Student’s Handbook.

1.2 **Policy Objectives:**

To ensure all student applications and student enrolments into VET FEE-HELP enabled diploma, advanced diploma, graduate certificate and graduate diploma qualifications offered by West Coast Institute are assessed equitably and processed with transparency by West Coast Institute staff.

1.3 **Scope:**

This policy applies to all West Coast Institute staff dealing with student admissions and enrolments into West Coast Institute’s qualifications listed as VET FEE-HELP enabled.

1.4 **Definitions:**

**West Coast Institute (WCI), “the Organisation”** – refers to West Coast Institute, including all its campuses, departments, centres, business units, corporate units and delivery centres.

**VET FEE-HELP** – refers to an income contingent loan scheme for the Vocational Education and Training (VET) sector that is part of the Higher Education Loan Program (HELP); to assist eligible students undertaking a VET Course of Study

**HESA** – Higher Education Support Act 2003 – Schedule 1A

**DIICCSRTE** – Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education

**Census Date** – The last day a student may withdraw from a VET Course of Study in which they are enrolled without incurring liability for tuition fees.

**VET Course of Study** – A structured program consisting of a number of units of study that lead to the award of a VET Diploma or above qualification.

**VET Unit of Study** – a published unit of study that forms part of a VET Course of Study.
Recognition of Prior Learning (RPL) – RPL involves the assessment of previously unrecognized skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards.

2. POLICY PRINCIPLES

2.1 Fair Treatment and Equal Benefits and Opportunity

All applications and enrolments into a VET Course of Study at West Coast Institute must be assessed and processed equitably and with transparency.

As a VET Provider, West Coast Institute will treat fairly:

a) all students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003 ("the Act"); and

b) all persons seeking to enrol with West Coast Institute in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

As a VET Provider, West Coast Institute will have open, clear, explicit, fair and transparent procedures that are based on merit for making decisions about:

a) the selection, from among persons who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act and who seek to enrol with West Coast Institute in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act; and

b) the treatment of students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act undertaking a VET Course of Study.

The above undertakings do not prevent West Coast Institute taking into account, in making decisions about the selection and treatment of students or persons seeking to enroll with West Coast Institute, educational disadvantages that a particular student or person seeking to enrol with West Coast Institute has experienced or the fact that the student or person seeking to enrol with West Coast Institute may be enrolled via a VET restricted access arrangement.

Admission and enrolment of students into a VET Course of Study must be based on clearly defined process of selection and/or merit based guidelines; and throughout process of selection and admission, applicants are treated with fairness, courtesy and kept informed of the progress of their application and enrolment.

Applications for admission into a VET Course of Study at West Coast Institute must be submitted on a Student Application for VET FEE-HELP Enabled Courses.
Enrolments into a VET Course of Study may occur on West Coast Institute
Enrolment forms but the appropriate enrolment codes must be used for on-going state and DEEWR reporting requirements.

Delivery/Portfolio units of the relevant VET Course of Study applications submitted are responsible for checking eligibility of domestic student applications against entry requirements at time of enrolment.

Delivery/Portfolio units of the relevant VET Course of Study applications submitted will assess the eligibility of applicants for the qualification applied for and; offer opportunities for Recognition of Prior Learning where applicable.

All applicants must be provided a clear outline of the timeframe for VET Course of Study application deadlines, enrolment periods, and census dates for withdrawals. Guidelines to applicants must be available in writing and on-line (electronic).

All applicants must be advised they are able to submit an appeal based on the VET FEE-HELP Grievances, Complaints and Appeals (Academic and Non Academic) if their application is unsuccessful.

2.2 Applications, Selection and Admissions

All enquiries for a VET Course of Study received by Customer Service Centres (CSC) or Call/Information Centres must be referred to VET FEE-HELP Administration which logs all queries and contact details. The prospective applicant will be sent a Student Application for VET FEE-HELP Enabled Courses form to complete along with the VET FEE-HELP Student Fact sheet.

VET FEE-HELP Administration will forward the applicant's query to the relevant Delivery/Portfolio to contact the applicant.

No enrolment will take place until a formal assessment and approval of the application has taken place.

Applications for admission into a VET Course of Study must be sent to VET FEE-HELP Administration, West Coast Institute, Locked Bag 7, Joondalup WA 6919 OR submitted via the Customer Service Centres of a West Coast Institute campus from where it will be directed to the Delivery area’s Portfolio Manager or Portfolio’s nominated VET course coordinator/assessor to facilitate equitable and fair assessment of the applicant’s eligibility and grant approval to the applicant’s enrolment.

Delivery/Portfolio areas must respond to the initial application query directed from VET FEE-HELP Administration within 3 working days and make contact with the applicant regarding the eligibility requirements of the course and/or establish a time for the applicant to attend an interview or information session. Applicants are informed to bring any supporting documentation for eligibility at this time plus the completed Student Application for VET FEE-HELP Enabled Courses form.

Delivery/Portfolio area’s nominated VET course coordinator/assessor will offer the applicant any Recognition of Prior Learning opportunities.
Delivery/Portfolio area will assess each application against qualification entry requirements and arrange for an interview time for applicant to attend and bring further supporting documentation if required.

Applicants will be selected on merit taking into account minimum qualification entry requirements.

Delivery/Portfolio area’s nominated VET course coordinator/assessor will inform VET FEE-HELP Administration via email whether or not the applicant has been accepted into the course. Applicants must not be enrolled into a VET FEE-HELP enabled course until an Advice of Enrolment letter has been sent from VET FEE-HELP Administration and the applicant has accepted the offer of enrolment.

VET FEE-HELP Administration will inform the applicant of the outcome of their application in writing. Unsuccessful applicants will be informed of their rights to appeal.

VET FEE-HELP Administration will send successful applicants an Advice of Enrolment letter (plus enrolment form), inviting the applicant to enrol.

VET FEE-HELP Administration will maintain a register of VET FEE-HELP applications sent to each Delivery/Portfolio area.

VET FEE-HELP Administration checks the applicant has enrolled within the nominated timeframe and received information about VET FEE-HELP assistance, census dates for the VET Units of Study that make up their course.

Delivery/Portfolio area’s nominated VET FEE-HELP course coordinator/assessor is emailed confirmation of the student’s enrolment plus information on data required by VET FEE-HELP Administration to fulfil their reporting requirements to DEEWR.

3. RELATED DOCUMENTS

3.1 Governing Documents:

- Higher Education Support Act 2003 (HESA), Schedule 1A
- VET Guidelines 2013

3.2 Related Policies:

- Tuition Fee Refund Policy for VET FEE-HELP Enabled Courses
- VET FEE-HELP Grievances, Complaints and Appeals (Academic and Non Academic) Policy

3.3 Related Procedures and Forms:

- Student Application for VET FEE-HELP Enabled Courses form.
3.4 Supporting/Related Documents:

VET FEE-HELP Student Guidelines / VET FEE-HELP Information Booklet

4. ACCOUNTABILITIES

4.1 Monitoring and Evaluation:

General Manager, Training and Workforce Development
Corporate Executive Committee
Manager, Student Services

5. REVISION HISTORY

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6. KEYWORDS

6.1 Keywords:

VET FEE-HELP, VET FEE-HELP Eligible Students, Student Applications, Admissions, Enrolments, Assessments, Restricted access arrangement.

7. POLICY APPROVAL

Endorsed: Managing Director Date: