1. Purpose

The purpose of this policy is to ensure Pacific College of Technology complies with SNR standards.

2. Scope and Responsibility

This policy applies to all Pacific College of Technology staff processing applications from prospective students. The Administration Officer is the designated official for the implementation of these policies and procedures.

3. Procedures to be adopted for assessing academic entry requirements

3.1 Any applications received for various qualifications shall be recorded, and an initial assessment undertaken (for the academic entry requirements).

3.2 Applications will be assessed according as per the College policy and procedures.

3.3 The Recognition of Prior Learning (RPL) may be offered to relevant candidates at the time of application. The procedures and the application form for RPL are available on our website.

3.4 The Administration officer will assess applications in a timely manner using the Academic Entry Requirements outlined below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Academic Entry Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV to Diploma</td>
<td>A successful completion of schooling of Year 12 in Australia (Complete CSPA-LLN test (Core Skills Profile for Adults) if unable to provide evidence of Year 12 completion at the time of enrolment. However, the Year 12 certificate must be provided prior to finalizing enrolment process)</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>A successful completion of schooling of Year 12 in Australia (Complete CSPA-LLN test if unable to provide evidence of Year 12 completion at the time of enrolment. However, the Year 12 certificate must be provided prior to finalizing enrolment process)</td>
</tr>
</tbody>
</table>

3.5 Whilst assessing the application, the Administration officer will ensure that evidence of the Academic Entry Requirements (as mentioned above) and relevant supporting documents are provided and attached to the application.

4. Student Selection

Pacific College of Technology has open, fair and transparent processes, based on merit for making decisions about:
• the selection, from among potential students; and
• the treatment of students.
Pacific College of Technology will ensure that prior to enrolment prospective students have access to information regarding the course, training, assessment, services and VET FEE-HELP provided by the College to enable them to make an informed decision about the suitability of the course and the Institute facilities in meeting their individual needs.

In order for Pacific College of Technology to assess an application to admissions into a course, applicants must complete the following:

4.1 Send the completed and signed Pacific College of Technology Admission Application Form and Request for a VET FEE-HELP assistance loan (1296A) form to Pacific College Admin Supervisor or delegate.

4.2 Successful applicants will be notified via SMS and Email. Also the VET FEE-HELP Invoice Notice will be sent within 2 days of enrolment and Commonwealth Assistance Notice (CAN) will be issued and sent 14 days prior to the census date.

4.5 Unsuccessful applicants will be provided with the specific reason(s) they were not accepted and will be referred to the Director of Studies.

5. Selection Procedures
5.1 As a rule Pacific College of Technology is able to accommodate enrolment for all eligible students. Applications will be sought from eligible students and the selection process will be based on one or a combination of (but not limited to) the following evaluation methods:
- Portfolio;
- Academic Record (including pre-requisite requirements);
- Interview via phone or direct on campus; or
- Skills testing

5.2 All students must be a minimum of 18 years of age upon commencement of the program to be eligible to be considered for entry into VET Programs. Pacific College of Technology will ensure that throughout the process of selection and enrolments, applicants are treated fairly, courteously and expeditiously. Selection criteria and principles to be utilized, when applicable, will be published at time of advertising.

5.3 These requirements will be communicated at time of enquiry or program advertising.

Appendix 1- Application Form Checklist

I. Eligibility for admission/Requirements (Tick the each boxes)

- Completed and signed Pacific College of Technology Admission Application Form and
- Completed and signed Request for a VET FEE-HELP assistance loan (1296A) form after cooling off period has passed.
- Evidence of Australian Citizenship.
- Completed PCT VET FEE-HELP Student Induction form.
- Evidence of Academic record – successfully completed year 12 in Australia.
- Evidence of Exit Level 3 in CSPA LLN Test, where applicable.
II. Document that need to be checked After Admission

- Enrolment confirmation has been notified to students
- Issued and provided VET FEE-HELP Invoice Notice within 2 days of enrolment and Commonwealth Assistance Notice (CAN) to Students 14 days prior to the census date. Also uploaded into the student portal and ensured student has received the documents.
- Ensured that the students have complete understanding of the course delivery method and other important information about tuition fees, payment options, VET FEE-HELP Debt, Fee periods, cooling off period and census dates.