



## **THE RTO ADMISSIONS POLICY**

provides a framework for prospective students seeking to undertake courses and units through The College RTO.

meets all legislative and regulatory obligations and quality standards related to the admission and enrolment of students into qualifications and units provided by The College RTO.

This Admissions Policy applies to all domestic and international applicants for admission to The College RTO qualifications and units, and all staff involved in admissions and enrolment processes.

### **2 DEFINITIONS**

2.1 For the purposes of this Policy, and associated Procedures, the following definitions apply:

2.1.1 AQF – the Australian Qualifications Framework.

2.1.2 ASQA – Australian Skills Quality Authority, the national Vocational Education and Training (VET) regulator for RTOs.

2.1.3 Qualification – accredited certification recognising the successful completion of an AQF course that has prepared a person for employment and/or further education and training.

2.1.4 RTO – Registered Training Organisation.

2.1.5 Services – training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.



### **3 POLICY STATEMENT**

- 3.1 This Policy provides for a systematic and fair approach towards student application, selection, enrolment and orientation into The College RTO qualifications and units. Student selection and admission processes are equitable, merit-based and designed to identify students' individual needs and aptitude to complete their chosen qualification or unit/s.
- 3.2 This Policy is designed to encourage access of non-traditional and diverse student groups.

### **4 PRINCIPLES**

- 4.1 Students admitted to a qualification or unit demonstrate the academic preparation and proficiency in English needed to participate in their intended study. Language, Literacy and Numeracy (LLN) testing will be undertaken by all applicantse(ant)4 (s)n(n)-11. Tc 0 Tw 1.793 0 Td3





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### STATUS AND DETAILS

<b>Status</b>	Current		
<b>Version</b>	1		
<b>Effective Date</b>	24 June 2020		
<b>Review Date</b>	24 June 2023		
<b>Approval Authority Policy</b>	Western Sydney University Enterprises Board		
<b>Endorsed by</b>	The RTO Committee		
<b>Unit Responsible</b>	The College Registered Training Organisation		
<b>Enquiries Contact</b>	The College RTO E: <a href="mailto:rto@westernsydney.edu.au">rto@westernsydney.edu.au</a>		
<b>Available On</b>	SharePoint		Website
<b>Policy Code</b>	POL_ACA_004		
<b>Policy Category</b>	Academic		

**Related Documents, including Legislation/Policies/Procedures**

The RTO Admissions Procedures  
 The RTO RPL and Credit Transfer Policy  
 The RTO RPL and Credit Transfer Procedures  
 The RTO Fees and Refunds Policy  
 The RTO Fees and Refunds Procedures  
 The RTO Complaints and Appeals Policy  
 The RTO Complaints and Appeals Procedure  
 The RTO Marketing and Advertising Policy  
 Student Handbook

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