



Document Name	<b>Student Selection and Admission Policy</b>
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Comment	It is the responsibility of the recipient to identify and/or control superseded documents

## Purpose

This policy provides a framework for the selection and admission of students wishing to enrol at GEM College of International Business (hereafter referred to as 'GEM') in a chosen field of vocational education studies. It ensures that the student application and selection processes of GEM are

- Fair and transparent;
- Enablers to ensure that all students/applicants and candidates are advised and treated fairly and with transparency; and
- Compliant with the entrance criteria for government funded programs.

## Scope of This Policy

This policy applies to students/applicants, who enrol/wish to enrol at GEM.

## Definitions

- **Applicant** - Refers to any person seeking to enrol for a recognised VET course of study at GEM, who meets the course requirements under the Act.
- **Census date** – Is the last day a student may withdraw from a VET course of study in which they are enrolled without incurring liability for tuition fees.
- **Students** - Refers to persons enrolled in a Qualification/Unit of Competency.
- **VET course of study** - a course that has been approved by the Department of Education.
- **VET Unit of Study** – Unit(s) of Competency that form part of a VET course of study.
- **GEM** – Means GEM College of International Business.

## Equal Opportunities

As a VET Provider GEM will apply open, fair and transparent procedures, based on merit when making decisions concerning:

- the selection of persons who seek to enrol with GEM in a VET unit of study that meets the course requirements; and
- the treatment of students who are undertaking a VET course of study.

## Selection Procedures

GEM's policy and procedures are transparent, equitable and clear and based on pre-determined entry criteria, which inform decisions regarding the selection of students. Student selection is merit based within the framework of these criteria. In doing so, GEM will ensure that applicants are treated with courtesy and respect and that selection processes are managed expeditiously.

Selection is in accordance with stated/advertised course entry requirements, including any statutory/regulatory pre-requisites (as applicable). Course entry and any pre-requisite requirements

are made available in the Course Overview and prior to enrolment to ensure unbiased and flexible consideration of all applicants. The following processes/guiding principles apply:

- Course requirements or pre-requisites are as determined by the Campus Training Manager and approved by the General Manager.
- Where limited places are available for admission/enrolment, the selection process will be merit based.
- Selection processes must be applied equitably and transparently.

### **Selection Process**

The selection process will be based on one or more criteria, as applicable to the course of study, which will inter alia include:

- Formal academic qualifications;
- Aptitude or specific knowledge tests;
- Portfolios;
- Interviews;
- Referee reports;
- Work experience or skills acquired through work experience; and
- Informal learning.

### **Policy Drivers**

The policy drivers that guide GEM's student and selection policy are as follows:

- The qualification entry pre-requisites (as published <http://training.gov.au>) will be applied as specified in the relevant Training Package or specified part of a government-funded course.
- GEM will identify the minimum skills, knowledge, resources, work environments and work experience necessary for a student to be able to succeed in his/her chosen VET programme, in each delivery mode. This will inter alia include the foundational LLN requirements for the level and nature of the chosen qualification.
- A summary of qualifications offered by GEM is provided is available on GEM's website.
- GEM will publish the minimum entrance pre-requisites and selection criteria for every course on its scope, including any specific criteria for selection into government funded courses on its website.
- Potential Students seeking to enrol at GEM will be assessed for entry to study through the same published entry requirements and through the same processes as indicated in this policy.
- Where a course limits the number of students allowed to enrol, the principle of 'first in', subject to the entry requirements outlined above, will apply, and:
  - Equal consideration is given to applicants from disadvantaged backgrounds, who are not required to compete against those who have had greater advantage;
  - 'First in' is determined by the date and time of receipt of Enrolment Forms; and
  - Unsuccessful applications will be advised in writing within 5 working days.
- Where an applicant's preferred course or delivery method is deemed unsuitable for that student, GEM will advise the student and recommend alternatives; including not enrolling with GEM.

- GEM will apply its Fair Treatment Policy and ensure that in setting entry requirements it considers that individuals or groups may have previously experienced social and educational disadvantage; and so ensure that any requirements will not unfairly disadvantage such individuals or groups.
- In support of its 'Fair treatment and equal opportunity (Equity) Policy and Procedures', GEM will consider social and educational disadvantage that a potential student has experienced and may waive specific requirements (except academic/work experience, etc above) that will not otherwise jeopardise the students potential to successfully complete the course.

### **Relevant Policy Details**

#### **Publications**

This 'Student Selection and Admission Policy' will be made available to students enrolled or intending to enrol with GEM through dissemination via:

- Our website (<http://www.gem-college.com/>);
- Inclusion in the Induction programme for trainers and support staff; and
- Written advice, enrolment and/or course induction process for all potential and enrolled VET students.