

1. PURPOSE

To provide governance relating to the admission and enrolment of learners into Holmesglen courses.

2. SCOPE

Applies to all current and prospective learners of Holmesglen Institute.

3. POLICY STATEMENT

Holmesglen is committed to providing an efficient, timely, transparent, and responsive enrolment experience for all learners.

Holmesglen's admission policies are applied fairly and consistently to all learners. They are designed to ensure that all learners are academically able and sufficiently proficient in language, literacy, and numeracy to participate in their intended area of study, and that there are no known limitations which would be expected to impede their proposed course of study.

4. PRINCIPLES

Pre-Admission

4.1 Holmesglen publishes on its website prior to enrolment:

- (a) All Holmesglen admission arrangements, including any particular conditions of enrolment and participation for undertaking particular courses of study, such as health requirements for learners undertaking clinical work, requirements for security checks, particular language requirements, and particular requirements for work placements;
- (b) Details of all fees and charges associated with a course of study, and the potential for changes in charges during their studies;
- (c) Relevant policies, procedures, and potential eligibility for credit for prior learning;
- (d) Policies and procedures on amendments or withdrawals from offers, acceptance and enrolment, tuition protection, and refunds of charges;
- (e) Details as to current forms of support for learners, including but is not limited to language, literacy and numeracy (LLN) support;
- (f) Details as to how applications will be assessed, including criteria on which assessment is based.
- (g) Policy on academic integrity.

Admission

4.2 Holmesglen's selection, admission, and enrolment processes are open, fair, and transparent and upholds the principles of honesty and integrity.

4.3 Prospective learners are provided with publicly available and accessible, timely, and accurate information about their chosen course, including the information specified in clause 4.1, the enrolment process, and their rights and obligations.

4.4 An applicant must be 16 years of age or older at the time of application to be considered for admission unless they are:

- (a) still at school and seeking admission as a school-based apprentice or trainee, or into a VET Delivered to Secondary Students (VETDSS) course
- (b) seeking admission into a VET skill set or single VET unit
- (c) seeking admission into a senior secondary or foundation secondary course
- (d) seeking admission as an apprentice or trainee in accordance with a training contract

- (e) an overseas learner (see clause 4.6).
- 4.5 An applicant is admitted into a Holmesglen course if they:
- (a) have no known limitations, and have met the published entry requirements and the criteria for admission,
 - (b) have, if specifically required, the appropriate level of language, literacy, and numeracy (LLN), and
 - (c) have received and accepted a formal letter of offer in that course.
- 4.6 All overseas VET and Higher Education applicants must complete:
- (a) the International Student Application Form and Declaration confirming receiving the International Student Course Guide;
 - (b) the Genuine Temporary Entrant (GTE) criteria assessment form; and
 - (c) LLN diagnostic assessment prior to course commencement.
- Holmesglen overseas learners must be 18 years of age at the time of commencement of their first course of study.
- 4.7 All domestic VET and senior or foundation secondary course applicants complete a Pre-Training Review (including attending a pre-training interview and assessing the individual learner's LLN competencies as appropriate) prior to Holmesglen sending a letter of offer and/or prior to enrolment.
- 4.8 Individual learner support needs are identified prior to course commencement. The information is shared with Student Wellbeing, Learning Skills Centre and relevant employees to ensure additional support is made available to the learner.
- 4.9 A Statement of Fees for the proposed course of study is issued for each VET and Higher Education applicant prior to their course commencement.
- 4.10 Applicants may be refused admission to a course at Holmesglen in one or more of the following circumstances where they:
- (a) do not meet course requirements; or
 - (b) have outstanding fees; or
 - (c) have a previous record of expulsion; or
 - (d) pose a risk to the safety of learners, employees, and/or Holmesglen community; or
 - (e) any other reason at the discretion of the Chief Executive or nominee.

Enrolment

- 4.11 All applicants must complete the official enrolment process and abide by Holmesglen's policies and procedures.
- 4.12 Subject to determinations as to credit or Recognition of Prior Learning (RPL), a learner admitted to a course must be registered in the units/subjects allocated for that enrolment period. The registered units/subjects must conform to the course requirements. Any units/subjects undertaken outside of the course requirements must be registered under a new course.
- 4.13 Concurrent enrolment in more than one award course is permitted subject to the learner fulfilling the admission requirements of each course. A learner may change their course enrolment after admission in certain circumstances and in accordance with Holmesglen policies and procedures, course requirements, legislation and regulation requirements. Payment of additional fees and charges may be required.
- 4.14 Senior and foundation secondary, VET and Higher Education learners studying onshore or Australian learners studying overseas undertaking nationally recognised qualifications must provide Holmesglen with a valid Unique Student Identifier (USI) at enrolment.

- 4.15 Domestic learners applying for government funding and/or HELP loans must meet the eligibility requirements and provide the required evidence prior to commencement in training/course.
- 4.16 Learners must keep their personal details including emergency contact details up to date.
- 4.17 A learner or former learner with a restriction preventing them from enrolling in a course for any reason will not be permitted to enrol until any time period associated with the restriction has elapsed, or the matter leading to the restriction is resolved, or the relevant approval authority has authorised the restriction to be lifted.
- 4.18 A learner may have their enrolment in a course withdrawn by Holmesglen when:
- (a) the penalty of expulsion or suspension has been imposed under the [Discipline Policy \(Learners\)](#); or
 - (b) the learner has notified the Registrar/International Student Programs/ International Projects and Partnerships/teaching department in writing that they no longer wish to continue with the course for which they are enrolled; or
 - (c) the learner has failed to attend classes for four consecutive weeks, and has not notified the teaching department/Registrar/International Student Programs/ International Projects and Partnerships of their intention to continue the course and received approval to continue; or
 - (d) the learner has failed to make satisfactory course progress and has exhausted the complaints and appeals process; or
 - (e) the learner has failed to pay fees, charges, or other financial penalties imposed by the Institute by the required date.
- 4.19 VET learners may re-submit assessment tasks or re-sit examinations for a relevant unit/subject within their current enrolment period without penalty.
- 4.20 Learners who are required to repeat a failed unit/subject after the enrolment period has ended, must re-enrol into that unit/subject in the next available enrolment period in order to continue in the course.
- 4.21 Where a course is re-accredited/superseded/removed/deleted or course rule has been altered or repealed, Holmesglen may allow learners to complete their course under which they were enrolled, or determine transition arrangements into a replacement course, or other arrangements for the completion of the course on the condition that such arrangements do not unreasonably disadvantage those affected learners. Transition arrangements for Higher Education learners must be in accordance with Higher Education course accreditation requirements.

Enrolment deferral and intermission for Higher Education learners

- 4.22 A domestic Higher Education learner who received a formal offer may have their enrolment deferred prior to entry to a course for a maximum of two semesters (12 months). Deferment does not apply to a VET enrolment.
- 4.23 Overseas VET and High Education learners who wish to defer or apply for an intermission of study must process their application or apply through the International Student Programs.
- 4.24 Higher Education learners must complete their enrolled course within 8 years of commencement (unless otherwise specified) to be eligible to receive the awards. Approved intermission periods are not calculated within the 8-year period.
- 4.25 Higher Education learners who are enrolled and subsequently request to take a break in their studies may apply for an intermission of study of up to 12 months. Overseas learners must apply via the International Student Programs.

Enrolment requirements for senior or foundation secondary learners

- 4.26 Additional eligibility requirements and the need for transfers from a School may apply for senior or foundation secondary learners prior to enrolment proceeding.

- 4.26 The provision of timely data for enrolments, results, learner transfers and other special provision requirements are met for learners undertaking study in senior or foundation secondary courses.

Fees

- 4.27 All course related fees (tuition, material, learner amenities, and other charges) are published on Holmesglen website and learners are made aware of the amount of the tuition contribution and other charges prior to enrolment.
- 4.28 VET Student Loans, HELP loans and Government funded/supported course fees and charges must follow publication requirements set out by the Commonwealth and State government.
- 4.29 The type and level of learner tuition contribution and other charges are managed in accordance with [Fee Setting Procedure \(Learners\)](#).
- 4.30 Tuition fees and any other required fees must be paid by the learner prior to training commencement with the exception of learners enrolling in Diploma or Advanced Diploma level courses wishing to apply for VET Student Loans, who must wait 48 hours after enrolment to submit their application for VET Student Loans as prescribed by the Commonwealth Government 'VET Student Loans Act 2016'.
- 4.31 Additional fees and charges may apply to repeat any failed unit(s)/subject(s). Additional fee-for-service tuition fees may also apply to Government funded learners who are required to repeat unit(s)/subject(s), where their course funded hours have exceeded the maximum funded claimable hours set by the Government.
- 4.32 A VET learner enrolling in a Government funded course at the Certificate IV level and below, will be charged the concession fee if, prior to commencement of training, they hold a current and valid:
- (a) Health Care Card issued by the Commonwealth;
 - (b) Pensioner Concession Card; or
 - (c) Veteran's Gold Card; or
 - (d) An alternative card or concession eligibility criterion approved by the Minister.
- 4.33 The concessions provided to a VET learner enrolling in a Government funded course also applies to a dependant spouse or dependent child of the card holder as identified on the Concession Card. Where a prospective VET learner is not able to produce appropriate proof of concession prior to the commencement of training, the learner will be allowed an appropriate grace period to provide their proof of concession, after which time full fees are payable. Other concessions will apply in accordance with the State Government Guidelines.

Fee protection

- 4.34 Holmesglen has in place a fee protection policy where the delivery of a course is discontinued or cancelled by Holmesglen following the enrolment of a learner, and where the pre-paid tuition fees exceed \$1,500. The fee protection policy ensures:
- (a) Learners are offered a place in an equivalent course where possible at a suitable location of study, without any additional cost; or
 - (b) Learners are refunded all fees paid in advance, where the learner decides not to undertake study in the equivalent course.
- 4.35 Overseas learners are refunded in accordance with the [Fee Payment and Debt Management Procedure \(Domestic Learners\)](#).

Tuition assurance arrangements

- 4.36 Holmesglen has in place tuition assurance arrangements where the delivery of a VET Student Loans, or FEE-HELP course is discontinued or cancelled by Holmesglen following the enrolment of a learner. The arrangement ensures:
- (a) Affected enrolled VET Student Loans learner to complete their course at another provider where a replacement course is available;

- (b) Affected enrolled FEE-HELP learners to elect to complete their course at another provider where a replacement course is available or receive a fee re-credit for any units of study commenced but not completed at the time Holmesglen ceases to offer the course.

4.37 Overseas learners are covered under the Australian Government’s Tuition Protections Service (TPS).

Enrolment appeal

4.38 A learner who wishes to appeal against an enrolment related decision by Holmesglen or make a complaint about the implementation of the Enrolment Policy and Procedure may do so in accordance with the [Complaints and Appeals Policy \(Learners\)](#) and [Complaints and Appeals Procedure \(Learners\)](#).

Records retention

4.39 Holmesglen protects the confidentiality of information collected about learners. All personal information collected for the purpose of application to enrolment will be treated as confidential in accordance with Holmesglen’s [Privacy Policy](#).

4.40 Learner enrolment documentation, eligibility evidence is maintained in line with the Standards for RTOs, Higher Education Standards Framework, VET Funding Contract, The National Code 2018, Public Record Office Standards, Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Government funded places, HELP Loans requirements, Holmesglen Record Retention and Disposal schedules, and other legislative and regulative requirements.

A copy of learner enrolment documentation is stored electronically within the Documentation Management System or Student Management System.

5. ACCOUNTABILITIES

Action	Accountability
<ul style="list-style-type: none"> ▪ Oversee the recruitment, offers, admission and registration processes and ensure compliance with Standards for RTOs, VET Funding Contract requirements, and other legislation requirements. ▪ Develop and implement appropriate enrolment procedures, application process and practices. ▪ Ensure enrolment information, course information (including fees), and deadlines are published on the Holmesglen website and accessible to learners. ▪ Ensure enrolment officers are trained appropriately in the enrolment process including the verification and retention of documentation for learner eligibility. ▪ Ensure individual learners need is identified prior to their enrolment or commencement of training (whichever is the earliest) and access to the required support is provided throughout their training. 	Executive Director, Engagement and Support
<ul style="list-style-type: none"> ▪ Oversee the collection of all prescribed fees and charges. 	Chief Financial Officer
<ul style="list-style-type: none"> ▪ Ensure applications for admission, enrolment, deferment and intermission of study from international learners are processed in accordance with the regulatory requirements. 	Associate Director International Student Programs Associate Director International Projects and Partnerships

Action	Accountability
<ul style="list-style-type: none"> ▪ Specify minimum course entry requirements, conduct the Pre-training review and LLN assessment, and monitor learner selection process. ▪ Ensure course information published on Holmesglen website is accurate and up-to-date. ▪ Ensure prospective learners are provided with required course information prior to commencement of training. 	Dean/Head of Department/ Principal
<ul style="list-style-type: none"> ▪ Ensure the submission of data for senior and foundation secondary learners are accurately completed in VASS in accordance with relevant administrative guidelines. 	Principal Vocational College Head of Department, Community and Social Inclusion

6. DEFINITIONS

Term	Meaning
Admission	The process of submission and assessment of applications for entry to study at Holmesglen.
Course	A course or of learning based on a training package qualification, accredited curriculum, units of study, skill set or an accredited higher education program that leads to an award.
Document Management System	Also titled: Banner 'BDM (Banner Document Manager). This is the electronic document storage manager for Holmesglen's learner records. It enables the Institute to keep an accurate and secure copy of all official documents and records relating to all learner's accounts.
Domestic learners	A learner studying in Australia who is a citizen or permanent resident of Australia, or who holds an Australian temporary protection visa, or who is a New Zealand citizen.
Enrolment	The process by which a person registers as a learner of Holmesglen and the resulting state of being enrolled.
Enrolment Documentation	Refers to but is not limited to: Pre-Training Review form, Statement of Fees, Exemption from School Application Form and Training Plan.
International learners	Includes: i) Overseas learners or 'overseas students' (as defined within the ESOS Act). This includes the enrolment of a person, (whether inside or outside Australia) who holds a 'student visa' to undertake study in a course that is registered on the CRICOS Register. Persons with the following visa are excluded (as defined in regulation 1.03 of the Migration Regulations 1994): <ul style="list-style-type: none"> ▪ a Subclass 576 (Foreign Affairs and Defence Sector) visa, or ▪ a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa, or ▪ a secondary exchange student within the meaning of the Migration Regulations 1994, or

Term	Meaning
	<ul style="list-style-type: none"> ▪ an overseas student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia. <p>ii) Offshore learners who undertake programs while remaining in their country of origin.</p>
Learner	A person (learner or student) who has been admitted or enrolled to undertake a program or course at Holmesglen and includes an apprentice and/or trainee.
Non-award course	A course leading to a qualification, or an award not covered by the Australian Qualifications Framework (AQF), including short courses, course for professional development, education development, general interest and preparation for study offered by Holmesglen.
Overseas learners	<p>Overseas learners or 'overseas students' (as defined within the ESOS Act). This includes the enrolment of a person, (whether inside or outside Australia) who holds a 'student visa' to undertake study in a course that is registered on the CRICOS Register.</p> <p>Persons with the following visa are excluded (as defined in regulation 1.03 of the Migration Regulations 1994):</p> <ul style="list-style-type: none"> ▪ a Subclass 576 (Foreign Affairs and Defence Sector) visa, or ▪ a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa, or ▪ a secondary exchange student within the meaning of the Migration Regulations 1994, or ▪ an overseas student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia.
Pre-Training Review (PTR)	<p>The process undertaken between Holmesglen and a prospective learner to determine the most suitable and appropriate training for that individual. Holmesglen's PTR consists of:</p> <ul style="list-style-type: none"> ▪ course information session ▪ LLN/pre-training/foundation skills assessment test ▪ PTR interview ▪ development of the training plan/individual learning plan.
Senior secondary and foundation secondary course	A Victorian Registration and Qualifications Authority accredited course of study listed on the State Register and normally undertaken in, or designed to be undertaken in, years 11 and 12 of secondary education.
Statement of Fees	A document for each VET learner that sets out fee and other information required by the Standards for RTOs (2015) and the Guidelines about Fees.
Student Management System	The Student Management System (Banner) records learner's previous and current registrations and related records including learner results.
Submission of data for senior or foundation secondary learners	<p>Includes the submission of data in VASS in accordance with the Important Administrative Dates:</p> <ul style="list-style-type: none"> ▪ all units that to be delivered as part of the senior or foundation secondary course prior to the enrolment process ▪ learner registrations ▪ course enrolments, course and/or unit withdrawals ▪ Learner results for completed units.

Term	Meaning
Unique Student Identifier (USI)	<p>The USI is a Commonwealth Government initiative designed to allow learners to access their training records and results in their own account on the government's USI website.</p> <p>The transcripts are proof of evidence when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.</p> <p>USI is a mandatory requirement and enables:</p> <ul style="list-style-type: none"> ▪ eligible learners' access for a commonwealth financial assistance and; ▪ learners to obtain their qualification or statement of attainment on completion of their studies in a course or part of a course.
VASS	Victorian Assessment Software System.

7. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

[Academic Integrity Policy](#)

[Articulation and Credit Policy \(Higher Education\)](#)

[Complaints and Appeals Policy \(Learners\)](#)

[Complaints and Appeals Procedure \(Learners\)](#)

[Discipline Policy \(Learners\)](#)

[Discipline Procedure \(Learners\)](#)

[Fee Payment and Debt Management Procedure \(Domestic Learners\)](#)

[Fee Setting Procedure \(Learners\)](#)

[Overseas Learners Policy](#)

[Privacy Policy](#)

[Training and Assessment System Policy](#)

External

[Education and Training Reform Act 2006](#)

[Education Services for Overseas Students Act 2000](#)

[Electronic Transactions Act 1999](#)

[ELICOS Standards 2018](#)

[Guidelines for Non-school Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course](#)

[Higher Education Support Act 2003](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[Privacy Act 1988](#)

[Standard for Registered Training Organisation \(RTOs\) 2015](#)

[Skills First VET Funding Contract](#)

[VET Student Loans Act 2016](#)

[VET Student Loans Rules 2016](#)

[Victorian Curriculum and Assessment Authority - VCE and VCAL Administrative Handbook](#)

[Victorian Curriculum and Assessment Authority – VPC Administrative Handbook](#)

8. REVIEW

- 8.1 This policy must be reviewed no later than three years from the date of approval.
- 8.2 The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

9. VERSION HISTORY

Version Number	Date	Summary of changes
1	October 2019	New policy.
2	November 2020	Amendment to Clause 4.5
3	December 2021	Update to terminology and legislation.
4	January 2023	Minor updates referencing the publication of information on academic integrity.
5	March 2023	Introduction of minimum age requirements to be considered for admission (clause 4.4) and update to references for senior and foundation secondary courses.