



Admission Policy and Procedure - Domestic Applicants

Policy Purpose

To ensure MCOHB (“the College”) has open, fair and transparent procedures for making decisions about the selection of students, which are based on clearly-defined entry requirements, and students are selected on merit, based on those requirements, **on an individual case by case basis.**

Policy Scope

This policy provides information for domestic students (which include Australian citizens and permanent residents, including permanent humanitarian visa holders) about admission to VET courses of study offered by the College.

Policy Content

The College will ensure that all applicants seeking admission will be treated fairly and equitably. Students are selected on merit, and on an individual case by case basis. Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.

All applicants who are eligible for funding under government schemes or programmes, are advised of this during the Pre-Admission Process. Applicants are neither advantaged nor disadvantaged by their eligibility for any scheme or programme.

The College consistently applies procedures for verifying applicants’ credentials and the granting of Course Credit. This ensures that students entering a VET course of study have an adequate basis of knowledge and skills to successfully undertake the studies proposed.

Offers are for admission to a specific VET course of study, and may be made on a conditional basis; if the applicant does not fulfill the condition(s), he/she may not enter the VET course of study. These conditions may include English ability and/or achievement of an academic requirement where evidence of attainment was not available at the time of application.

In cases where the applicant is assessed as not being eligible to enter the VET course of choice, a review of an alternative VET courses of study is offered and, where possible, the applicant is advised of any he/she is eligible to enter.

Applicants with past study in other VET courses of study or significant work experience may apply for exemptions (Course Credit) through the Course Credit Procedure (including recognition of Prior Learn). See our RPL process.

Records are retained of the Admission Procedure, and students may access their individual records in accordance with the Privacy and Personal Information Procedure.

PRE-ADMISSION PROCESS

The College has multiple start dates across each calendar year. Applications for each qualification and start date are processed in the order in which they are received.

Each application is reviewed against the entry criteria relevant to the VET course of choice. Applicants generally have significant contact with a Student Welfare/Student Support Officer (through interview, telephone and/or email contact) and are assisted to obtain further clarification and information regarding their possible study options. This includes:

1. educational qualifications or work experience and whether Course Credit may be applicable;
2. the VET course of study content and duration, qualification applicable to graduates, modes of study and assessment methods;
3. eligibility of the applicant for funding under government loan schemes or programmes and associated information;
4. locations and a general description of facilities, equipment, and learning and supportive resources available to students;
5. requirements for satisfactory academic progress; and
6. complaints, grievances and appeals policies and procedures.
7. During the Pre-Admission Process, the Student Support/Welfare Officer identifies the level of education already attained. Applicants are also questioned in regard to interests and abilities. Their reason(s) for seeking admission to the VET course of study and their educational and work history are considered. Using this information, the Officer performs an interim assessment of the suitability of the potential student for admission into a VET course of study.



The Student Officer then identifies the VET course(s) of study that best align with the applicant's goals and educational and work histories, and provides sufficient information about each to enable the applicant to make an informed decision.

Admission Procedure

1. The applicant completes the Enrollment Form for Admission and either submits it online or as a hard copy along with the supporting evidence related to eligibility for enrolment. Certified copies of an applicant's credentials are required.
2. The College assesses the application based on the published entry requirements for the VET course of choice.
 - 2.1 Methods for determining equivalency of academic qualifications. An applicant who is an Australian citizen, permanent resident, or permanent humanitarian visa holder may present overseas academic qualifications at the time of application. These are assessed for equivalency and may need referring the candidate onto the National Office of Overseas Skills Recognition (NOOSR) Country Education Profiles.
 - 2.2 Methods for determining authenticity of academic qualifications-Domestic academic qualifications submitted can be authenticated by:
 - original documents (i.e. award and transcript of results) being provided to the authorised representative; or
 - copies of the original documents (i.e. award and transcript of results) being provided which have been either:
 - notarised by a Justice of the Peace or equivalent authority; or
 - verified as a true and correct copy of the original documents by an authorised representative of MCOHB. The authorised representative must sign and print their name clearly and include the date.

Should the Officer suspect that the academic document presented has been altered or fraudulently created, contact is made with the conferring institution to validate the claims of the applicant.

If an applicant is applying based on current studies being undertaken is unable to present the academic qualification at that time, and that qualification is listed within the entry requirements, then the enrolment will be conditional upon the achievement of that qualification.

- 2.3 Methods for determining authenticity of claims in a CV/Résumé relating to claimed work experience:

All claimed work experience that is offered as evidence of eligibility for entrance to a specific VET course of study must be relevant to that VET course of study, and be within the last five years of the date of application. Past employers are contacted to verify work experience on a case by case basis.

3. If the applicant has included an application for Recognition of Prior Learning, the application is reviewed in accordance with the Course Credit Procedure (including Recognition of Prior Learning).
4. If the applicant has disclosed any special needs, such as a disability or learning difficulty, this information is provided to the Director of Studies or PEO for review in relation to additional resources need's, reasonable adjustment and special consideration.
5. Once the credential verification is completed and the applicant is assessed as being eligible for entry to the VET course of choice and the enrolment fee is paid, then an Enrolment Pack is issued to the applicant either electronically or by standard mail.

This pack includes:

- Cover Letter ; showing details of the College location, VET course of study start dates, end dates, fees, information of any special programmes and what to bring to the course with them
- Enrollment Terms & Conditions Code Of Practice; including the Cancellation and Refund Policy and Procedure;\ a plain English explanation of what happens in the event of a VET course of study not being delivered; and other documents applicable to the enrolment that make the up the enrollment agreement
- Students Rights & Responsibilities Information Sheet
- Enrolment And Fees Agreement
- Prescribed Fees Schedule
- Consent Form To Reproduce Photography/Video Images
- Student Handbook & Letter Of Agreement



- Equipment List
- Description Of What The Course Involves, The Course Structure And Pathways Available
- List Of The Units For The Qualification Undertaken
- List Of All The Books Required
- Timetable

If it is necessary to review an alternative VET course of study for the student then where possible, the applicant is advised of any he/she is eligible to enter. Should the applicant accept the alternative VET course of study, an enrolment fee and Enrolment Pack is then issued.

6. Once all the relevant documentation has been signed by the applicant (or by his/her parent or guardian if the applicant is under 18 years of age), and received by the College, the enrolment is confirmed within the student database.
7. All documentation, including the Enrollment Form for admission and supportive evidence, and signed documentation will be collated and a file created for the applicant.
If the applicant chooses to delay the commencement date, the college will contact the applicant to ascertain why. A follow-up process is instigated using this information.

Commencement Procedure

Once accepted the Student commences at MCOHB with orientation

During Orientation, the following items are addressed:

1. Student Services confirms that signed documents have been received by the College and confirms that the student has brought any other required documentation, one such example could be ID photos or proof of citizenship;
2. if the student is enrolled in a course of study and has not paid any fees as per the agreement, he/she is allowed to continue with orientation and enrol in VET units of study if arrangements for payment have been made. Such students are advised of their payment options on this day again.
3. each student has an identification photograph and is issued with the appropriate identification card and a student id number (provided their photos have already been submitted otherwise it will be only a student id number);
4. the students Timetables will be explained & where the timetable is displayed to be viewed by students and trainers, how to read the timetable & classroom allocation; and
5. students are provided with the Student Information Handout, and guided through key policies and procedures, including academic progress, attendance, assessment, grievances and their rights & responsibilities.
6. OHS procedures including a tour & evacuation processes and all the relevant maps & leaflets are handed out and various members of staff including First Aid personnel are introduced

At the conclusion of orientation the student receives their workbooks etc and commence class.