

ADMISSIONS POLICY

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Policy Contact:	Accreditation and Compliance Manager
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1.0 Purpose

The purpose of this policy is to define how EIT will manage course admission standards and processes, including English language competency. EIT's admissions procedures also ensure the equal and fair treatment of all students seeking to study with us, in accordance with the relevant legislation (refer to [Section 6 - Related Legislation](#)).

2.0 Scope

This policy extends to all EIT staff, involved in Vocational Education and Training (VET) courses (including Approved Courses for VET Student Loans) and Professional Certificate of Competency courses, VET students and relevant stakeholders.

3.0 Objectives

EIT is committed to the following principles that underpin this policy, by ensuring that:

3.1 The admission standards for courses and modules / units are based on:

- Recommendations from lecturing / academic staff;
- The requirements of each course and module / unit;
- The need to maintain the overall academic standards of EIT; and
- Requirements of relevant legislation.

3.2 Students applying for enrolment in any VET Accredited or Professional Certificate course, or module / unit, must demonstrate an achievement of the admission standards, and provide the following evidence (where applicable):

- Submission of a fully completed online course application form. The relevant course Learning Support Officer (LSO) will decide on the suitability of a student for the course based on the

evidence provided in the application form and whether it demonstrates achievement of the entry requirements for the course. If the LSO is uncertain about an applicant's suitability, they are to be referred to the VET College Manager, Deputy Dean and/or relevant Discipline Coordinator;

- Information and documents relating to a student's identity and date of birth;
- previously completed courses of study at other institutions;
- Details of work experience including the scope and levels of responsibility;
- Participation in an interview (if required) conducted by a member of the EIT's teaching / academic staff, designed to ascertain levels of competence; and
- Proof of eligibility to apply for a VET Student Loan (if applicable) (refer to the **VET Student Loan Policy** for further information).

3.3 Students will be required to provide scanned or photographic copies of original certificates or testamurs to support their course application.

3.4 Since all instruction is provided in English, all applicants are expected to be proficient in English comprehension and expression. Students will be required to indicate that their English language proficiency meets the level required in the course entry requirements, by providing one of the following as part of their course application:

- A letter from a manager at their current place of employment confirming their grasp of technical English; OR
- Evidence of a completed technical qualification at EIT or another tertiary institution that was conducted in English; OR
- Evidence of a pass in English in a Senior Certificate of Education, or equivalent; OR
- Evidence of a specified level of achievement in a recognized English language test such as IELTS (or equivalent); OR
- The student is from an English-speaking country and is competent in English language.

It is important to note that students who satisfy the English language requirements are not automatically guaranteed a place – they will need to meet the other admission standards and entrance requirements of the course.

3.5 After enrolment, a student may defer their studies, and re-enrol within the same qualification (that has not been deleted or superseded) provided that the course is completed within a:

- 3-year period for 12- and 18-month programs
- 4-year period for 24-month programs
- 5-year period for 36-month programs
- 6-year period for 48-month programs

4.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

5.0 Related Documents

- Assessment Validation and Student Progress Procedure.VET
- Assessment, Validation and Student Progress Policy.VET
- Course and Unit Discontinuation Policy.VET
- Credit and Recognition of Prior Learning Policy.HE
- Diversity, Fair Treatment and Equal Opportunity Policy
- EIT Ethics Statement.DS
- EIT01 Training and Assessment Policy
- EIT02 Quality Assurance Policy
- EIT03 AQF Certification Policy
- EIT04 Accurate and Accessible Information Policy
- EIT05 Learners are Informed and Protected Policy
- EIT06 Complaints and Appeals Policy
- Freedom of Speech and Academic Freedom Policy.DS
- Health and Wellbeing Policy and Procedure.DS
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Policy.VET
- Learning and Teaching Resources Policy .DS
- Marketing and Promotion Policy and Procedure.DS
- Privacy Policy.DS
- Recognition of Prior Learning Guidelines.VET
- Recognition of Prior Learning Policy.VET
- Records Management Policy.DS
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy.VET
- Student Complaints, Grievances and Appeals Procedure.VET
- Student Support Policy.DS
- Student Support Procedure.DS
- Tuition Payment and Refund Policy.VET
- Tuition Protection Policy.DS
- VET Student Loans Policy

6.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)

- [Disability Services Act 1986 \(WA\)](#)
- [Education Services for Overseas Students Act 2000 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [Fair Trading Act 2010 \(WA\)](#)
- [Freedom of Information Act 1992 \(WA\)](#)
- [Migration Act 1958](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018.](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth.\)](#)
- [VET Student Loan Act 2016 \(Cwth.\)](#)
- [VET Student Loan Rules 2016 \(Cwth.\)](#)
- [VET Student Loans \(Courses and Loan Caps\) Determination 2016 \(Cwth.\)](#)

7.0 Accountabilities

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.