

Student Selection and Recruitment Policy and Procedure

1. Purpose

To provide a framework for the selection and admission of students to be able to complete their chosen course of study.

To ensure that the Institute acts in accordance with its access and equity principles and meets relevant legislative and other government requirements.

2. Scope

This policy applies to the recruitment and admission of domestic and international students into courses offered by the Institute.

3. Responsibility

The Institute's Operations Manager or a designated staff member will be responsible for the implementation and maintenance of this policy and to ensure that staff are aware of its application and procedures.

4. Definitions

Admission: The process by which a prospective student applying for a place in a course offered by the Institute is considered and selected, or rejected.

International Student: A student studying in Australia who is the holder of a student visa granted by the Australian Government.

International English Language Testing System (IELTS): A comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study in the medium of English.

Offer: A formal invitation to a prospective student to commence study at the Institute in the student's nominated course.

Selection: Process undertaken to enable ranking of applicants for a course according to specified selection criteria, and subsequent notification of their eligibility to enrol.

5. Policy

- The Institute shall ensure that applicants are selected by fair, timely and transparent procedures on the basis of clearly defined, consistent and equitable criteria, and that throughout the process of selection and admission, applicants are treated courteously and expeditiously.
- Transparent entrance requirements, both academic and non-academic shall be used to underpin judgments that are made during the entry selection process.
- All applicants shall be considered within the context of the legislative requirements, government regulations and relevant industry codes.
- Processes for the selection and admission of students shall be fair, clear and explicit, implemented consistently and reviewed regularly.
- Some courses may require satisfactory completion of prerequisite units or qualifications. Such requirements are detailed in the individual course information.

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Academic Entry Requirements

The Institute shall establish general requirements of entry which applicants are required to meet in order to demonstrate their capacity to complete the course successfully.

INTERNATIONAL STUDENTS

English language requirements

International students, applying either off-shore or on-shore will require:

- i) Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course, or IELTS score of 4.5 or equivalent with an ELICOS course (up to 30 weeks) to be taken before the main VET course plus successful completion of RGIT's Language and Numeracy Test on completion of ELICOS program.

Results older than two years are not acceptable.

OR

- ii) Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States

OR

- iii) Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

OR

- iv) For students from Visa Assessment Level 1 and 2 countries only, successful completion of RGIT's Language and Numeracy Test conducted on RGIT's campus (for onshore international students ONLY.)

Academic requirements

International students, applying either off-shore or on-shore will require:

Level of Study	Academic Requirements
Certificate II & III	Satisfactory completion of the equivalent of Australian Year 11 or higher
Certificate IV	Satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher
Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher
Advanced Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Diploma or higher

Age requirements

International students need to be aged 18 or over.

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DOMESTIC STUDENTS

Academic requirements*

Domestic students need to show they can meet one of the following entry criteria:

Level of Study	Academic Requirements
Certificate II & III	Satisfactory completion of at least an Australian Year 10 or successful completion of RGIT approved Language and Numeracy Test
Certificate IV	Satisfactory completion of at least an Australian Year 11 or successful completion of RGIT approved Language and Numeracy Test
Diploma/Advanced diploma	Satisfactory completion of at least an Australian Year 12 or successful completion of RGIT approved Language and Numeracy Test.

*Students applying for VET FEE_HELP funding are required to satisfy additional conditions. Please refer to *VFH student entry procedure*

Language, Literacy and Numeracy

Students require language, literacy and numeracy capacity equivalent to the descriptions below:

Qualification level	Reading	Writing	Maths	Oral communication
Certificate III and Certificate IV	Read and interpret texts that have several ideas, which are non-routine, but simple. For example read workplace newsletters or read an agenda for a meeting.	Produce and sequence several paragraphs to make meaning. For example, fill in an accident report form or write a set of procedures for a new work task for personal reference.	Use operations and % and fractions to solve problems. For example calculate and compare costs of similar items/services from two sources or measure items for work tasks using formal units (millilitres, of hair dye, grams of flour etc).	Participate in oral exchanges where listener/speaker is required to vary and/or understand concepts that are simple, but non-routine. For example provide instructions for a new worker on how to perform a simple workplace task. Or listen to, and respond to a routine customer complaint.

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Qualification level	Reading	Writing	Maths	Oral communication
Diploma, Advanced Diploma	<p>Read and understand texts with some complex ideas and non-routine vocabulary.</p> <p>For example, read a workplace report recommending a change, or read a memo providing new instructions on workplace health and safety.</p>	<p>Write texts that convey ideas beyond everyday concepts.</p> <p>For example, write the minutes for a workplace meeting or write a memo to colleagues to inform them of a temporary change to the workplace routine.</p>	<p>Use a range of algebraic formulae and calculating tools to solve work-based problems.</p> <p>For example, apply formulae to measure heights, 2 and 3 dimensional spaces or use memory/square root functions on a calculator to solve multi-step problems.</p>	<p>Participate in oral exchanges that require control of non-routine language and structures.</p> <p>For example, deliver a presentation about a new workplace practice to a group of colleagues or listen to a complicated customer complaint and be able to summarise the customer's concerns.</p>

Specific Requirements for Transferring International Onshore Students

Prospective international students who are currently enrolled with another registered provider can apply for entry to a course at the Institute. However, if their application is successful, at the time of enrolment at the Institute they must have completed six months of their principal course of study with their previous registered provider. The Institute will not knowingly enrol a student who has not completed this requirement. This provision is in accordance with Standard 7 of National Code 2007.

Where a prospective international student seeks to transfer from another registered provider and has not completed six months of their principal course of study, the application will only be considered where:

- The original registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered.
- The original registered provider has provided a written Letter of Release.
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the students from continuing his or her principal course.
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Additional Requirements

In addition to the general entry requirements stated above, the Institute may specify additional requirements that applicants are required to meet in order to demonstrate their capacity for success in the program. These may include, but are not limited to:

- specific studies (prerequisites)
- attendance at interviews

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- c) course-specific tests or demonstration
- d) presentation of folios
- e) submission of supplementary information

6. Procedure

6.1 Selection process

The Institute's student selection process is conducted in an ethical and responsible manner. Selection procedures shall:

- a) be transparent, fair, reliable and valid.
- b) treat applicants from different social, racial, cultural and educational backgrounds equally in the application of selection criteria.
- c) maintain high academic standards.

Selection decisions shall be made in a timely manner.

The selection requirements and criteria shall take into consideration other characteristics and factors which may demonstrate the applicant's potential to succeed in the course. These characteristics include, but are not limited to:

- a) mature age.
- b) attitude and aptitude.
- c) work experience.
- d) previous study.

The purpose, conduct and interpretation of selection criteria shall be regularly reviewed, as shall the manner in which information is communicated to applicants.

6.2 Offer

- a) The Institute shall make offers to applicants only where the applicant meets the published student entrance. Offers shall be conditional upon the provision of proof of completion of prerequisite qualifications, or upon other factors detailed in the letter of offer. Failure to meet the conditions of offer shall result in the withdrawal of the offer and cancellation of the enrolment.
- b) Verbal offers of admission shall not be made or accepted as they are not formal offers and are not binding on either party.
- c) Offers of admission shall specify the course, course load, course fees and campus location for which the offer is made.
- d) The Institute shall reserve the right to withdraw an offer of admission and cancel the enrolment of any person where such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.
- e) The Institute shall grant deferment of study for all new students upon a written request received prior to course commencement. The period of deferment shall not exceed one year.