Student Entry Procedure  
(Academic reading and numeracy assessment for Domestic Students)

POLICY PURPOSE

Course applicants must demonstrate a certain level of academic (language, literacy and numeracy) skills for entry and maintain those skill levels over the duration of study. These skills ensure that students will have a reasonable probability of clearly understanding and successfully completing their course content. The purpose of this policy is to ensure that those entry standards are applied on an equitable basis and that support systems are available if required.

PROCESS

The process requires all domestic (students other than overseas student visa holders) applicants to either show proof of previous study achievement at the required level or to meet minimum academic skill level requirements prior to confirmation of enrolment. The second option is available by undertaking an independent assessment through an Australian Core Skills Framework (ACSF) test.

Previous study or ACSF test result benchmarks required for entry into each course level are shown in the table contained in this document.

The college will provide advice and limited academic support for applicants that initially meet the entry requirements, but are later identified as needing post enrolment academic support. It is college policy that vocational trainers and assessors hold the unit of competency TAELLN411 Address adult language, literacy and numeracy skills to enable them to identify academic weaknesses and refer students to additional academic support options as necessary.

PROCEDURE

1. Course pre-requisites additional to the academic skills referred to in this policy may apply to certain courses – Details are published on the college’s website.

2. Applicants that cannot provide certified proof of holding the required minimum School Year or previous vocational study level must undertake an academic skills (reading and numeracy) assessment prior before enrolment can be confirmed. This assessment is conducted using an Australian Government approved assessment tool (test) provided electronically to applicants during the enrolment application process. Applicants must declare that the test was or will be undertaken with honesty and integrity prior to confirmation of enrolment.

3. The test is assessed against the ACSF with results reported to the student as soon as practicable after the assessment. Results will also be reported to the Secretary of the Department of Education and Training in the form, manner and by the time requested by the Secretary. Test results will be retained by the VET Provider for at least 5 years.

4. Applicants meeting the required skill level may commence studies (subject to all other enrolment requirements). Applicants that have not met the required academic skill level will be advised of further support available to them prior to resitting the test.
5. The academic skills of applicants meeting the required level will continue to be monitored by their Trainer and Assessor throughout the duration of their course.

6. Students identified by trainers and assessors as not achieving competency in submitted course work due to academic skill weaknesses, or if the learner themselves requests additional support, may be referred to an academic Learning Support Officer, responsible for developing a Support Plan for the learner. This plan may include referring the learner to external support agencies, however, the enrolment may be suspended until such time that the learner is re-assessed as meeting the required academic (LLN) skill level.

7. The Learning Support Officer will make a recommendation to the Principal on whether the learner’s enrolment should be suspended whilst academic issues are addressed.

8. Students that do not abide by the Support Plan or continue to have academic issues following completion of the support plan may be further suspended or prevented from progressing to their next unit of study at the discretion of the college.

9. Under the organisation’s VET Student (Learner) Grievance Policy, applicants and students have the right to appeal decisions made by the college to reject, cancel or suspend enrolment based on academic skills assessment results.

COURSE ENTRY REQUIREMENTS - LANGUAGE LITERACY AND NUMERACY TABLE

<table>
<thead>
<tr>
<th>Australian Qualification Framework (AQF) Course Level</th>
<th>Required minimum School Year, previous vocational study level or ACSF Test Skill Level</th>
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<tbody>
<tr>
<td>Certificate III/IV</td>
<td>Award of a Senior Secondary Certificate of Education for the completion of year 10 or ACSF test result of 2 or higher in both reading and numeracy</td>
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<tr>
<td>Diploma</td>
<td>Award of a Senior Secondary Certificate of Education for the completion of year 12 or ACSF test result of 3 or higher in both reading and numeracy</td>
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<tr>
<td>Advanced Diploma</td>
<td>Award of a Senior Secondary Certificate of Education for the completion of year 12 or ACSF test result of 3 or higher in both reading and numeracy</td>
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ESSENTIAL SUPPORTING DOCUMENTS

- Australian Core Skills Framework 2012
- Australian Qualifications Framework 2013
- Standard 1.7 (Learner Support) of the Standards for Registered Training Organisations 2015
- Standard 5 (Inform and protect learners) of the Standards for Registered Training Organisations 2015
- Higher Education Support (VET) Guideline
<table>
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<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Effect Date</th>
<th>Approved by</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>V1.0</td>
<td>01/01/2016</td>
<td>01/01/2016</td>
<td>Director</td>
<td>- Document creation</td>
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</table>
| V1.1    | 19/07/2016    | 22/07/2016  | Compliance Manager | - Re-brand  
- Addition of MMSEC to policy  
- Minor wording changes to reflect compliance with VET Guidelines |
| V1.2    | 01/09/2016    | 01/09/2016  | Compliance Manager | - Remove ACSF brand references  
- Addition of CIII/IV benchmarks |