



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

TAFE ADMISSIONS POLICY

EFFECTIVE: 13 OCTOBER 2021

VERSION: 5.1

CONTENTS

POLICY STATEMENT..... 2

SCOPE..... 2

PRINCIPLES 3

BACKGROUND..... 3

DEFINITIONS AND ACRONYMS 3

PROCEDURES 5

PRIVACY..... 8

RELATED POLICIES AND OTHER RELEVANT DOCUMENTS 8

RELEVANT LEGISLATION 9

REVIEW DATE..... 9

CONTACT INFORMATION 9

POLICY STATEMENT

The Department of Training and Workforce Development (the Department) is committed to a TAFE admissions process that is fair and equitable and allows for transparent and accountable decision making.

This policy governs the administration and management of the admissions process for applicants seeking entry to full-time study at TAFE colleges.

Exempt from this process are:

- Foundation skills and equity courses;
- Apprenticeships and traineeships;
- VET delivered to secondary students;
- Short courses;
- Part-time study;
- Full-time study where students are continuing students in the same learning pathway – as specified in this policy;
- Fee for service courses;
- Higher education courses; and
- International students on student visas.

The role of TAFE Admissions is to provide an efficient and transparent admissions service to prospective students by:

- simplifying processes and reducing barriers to admission;
- being responsive by making offers for non-competitive courses as quickly as possible and making offers for competitive courses in accordance with advertised dates; and
- accepting applications throughout the year.

TAFE Admissions' operations are managed in collaboration with TAFE colleges, to:

- enable TAFE Admissions to manage issues as these relate to eligibility, selection and admission to full-time courses with TAFE colleges in accordance with the *Vocational Education and Training (Colleges) Regulations (1996)*, Part 3, Division 1 – Selection for certain courses, and fees;
- develop and recommend strategies to facilitate full-time enrolments to TAFE colleges; and
- ensure best practice service delivery is provided to prospective students and their parents/guardians and agents.

SCOPE

This policy provides a framework for admission to publicly funded vocational education and training courses at TAFE colleges in accordance with the *Vocational Education and Training (Colleges) Regulations 1996*.

PRINCIPLES

Admission to full-time study is based on the following principles:

- an accessible application and lodgement process;
- applications are assessed against clearly stated entrance requirements and, where applicable, selection criteria for competitive courses; and
- efficient notification to applicants.

BACKGROUND

Admission to TAFE courses is governed by the *Vocational Education and Training Act 1996* (the Act) and the *Vocational Education and Training (Colleges) Regulations 1996* (the Regulations).

Under the Act, the Minister may determine and coordinate arrangements for student selection, admission and enrolment.

The Regulations specify that applications for admission to full-time study, unless determined otherwise by the chief executive of the Department, are to be made to the officer designated by the chief executive as the Admissions Manager.

DEFINITIONS AND ACRONYMS

Admissions Manager

The Coordinator TAFE Admissions is the Admissions Manager designated by the chief executive under Regulation 7 of the *Vocational Education and Training (Colleges) Regulations 1996*.

Agent

Any entity providing an admissions service on behalf of the Department. TAFE colleges that perform an admission function are considered to be agents.

Continuing students

Continuing full-time and part-time students and VET delivered to Secondary Students who wish to enrol in a full-time course at the same provider within their learning pathway.

Course

A category 1, 2 or 3 course described in Part 3 Division 1 of the *Vocational Education and Training (Colleges) Regulations 1996*.

Department

The Department of Training and Workforce Development.

Entrance requirements and selection criteria

The approved minimum entrance requirements for admission to all courses and additional selection criteria for competitive courses.

Full-time student

Centrelink deems a student to be full-time if the student is enrolled in a course considered full-time by the institute at which the student is enrolled. This is defined in Regulation 6 of the *Vocational Education and Training (Colleges)*

1996 Regulations as being at least an average of 13 hours in each week or at least a total of 221 hours in a semester.

Learning area assessment

An assessment conducted by the TAFE college's academic staff to determine the eligibility of a student based on experience and who is otherwise unable to provide sufficient documentary evidence to meet the minimum requirements for admission to a course.

Learning pathway

A pathway to achievement of competencies and/or qualifications that involves participation in a structured and sequenced learning process.

Qualification

Awarded to a person on successful completion of a course in recognition of having achieved particular knowledge, skills or competencies.

Regulations

The *Vocational Education and Training (VET) (Colleges) Regulations 1996*.

TAFE Admissions

The branch of the Department responsible for performing the admissions function described in Part 3 of the *VET (Colleges) Regulations 1996*.

TAFE college

A registered training organisation maintained by the State for the provision of vocational education and training.

Training Admission System (TAS)

The Training Admission System (TAS) is the Department's online admissions system. Prospective students are required to submit applications online using the TAS application form available on the full-time courses website.

PROCEDURES

Admission to TAFE colleges

Admission to TAFE colleges is based on the following process:

- lodgement of applications through the online TAFE Admissions System (TAS), allowing
 - streamlining applications to courses;
 - gathering data relating to intakes; and
 - analyses of client behaviour.
- assessment of applications applying set entry requirements to courses to establish an applicant's eligibility and rank for preferences;
 - entrance requirements are the minimum literacy and numeracy requirements that an applicant needs to meet for entry into a non-competitive course;
 - entrance requirements and selection criteria need to be met for entry into competitive courses, where historically the number of applications exceeds available places. Selection criteria are used to rank applicants to determine applicants with the highest point's scores;
 - where multiple applicants were awarded the same point score against the selection criteria, the date the application was received by TAFE Admissions will be used to determine who receives a place;
 - where a course is advertised as non-competitive but receives more applications than expected the Admissions Manager, in consultation with the relevant TAFE college, will manage applications and offers to ensure that the course is not oversubscribed.
- timely issuing of offers to successful applicants;
 - immediately for non-competitive courses; and
 - in line with advertised dates for competitive courses.
- timely advice to unsuccessful applicants;
- conducting compliance checks of processed applications during each intake based on a 15 per cent sample size.

The Admissions Manager is responsible for managing the selection and offer process for students seeking admission to any full-time course that requires applicants to address entrance requirements and selection criteria.

Application in writing

Regulation 8 requires that a person who wishes to be selected for a course provided by a college must apply in writing to the Admissions Manager for selection. This includes online applications, hard copy applications and applications entered directly by Admissions staff. Applications entered into the Training Admission System (TAS) satisfy this requirement.

Applications for selection of the course made to a college

VET (Colleges) Regulation 6(1) (b) provides for the chief executive to determine that applications for selection for a course are to be managed by the college concerned. Pursuant to the *VET (Colleges) Regulation 6(1)(b)* the chief executive designates enrolment of continuing students in courses with entrance requirements only (non-competitive entry), as specified in this policy.

The description of a course in the online full-time courses guide (www.fulltimecourses.tafe.wa.edu.au) published for prospective students of colleges will indicate whether *subregulation 6(1) (b)* applies to the course, as determined by the *VET (Colleges) Regulation 6(2)*.

Continuing students

Continuing students at TAFE colleges may enrol directly at the same provider in a full-time course within their Learning Pathway. In these circumstances, students are not required to apply to the Admissions Manager.

TAFE colleges may direct continuing students to apply to the Admissions Manager. In these circumstances, students who successfully complete a qualification may be prioritised and offered a place in the next course in their Learning Pathway. This includes learning pathways that require entrance requirements and selection criteria (competitive entry) to be met. This may not be suitable in all pathways and will be at the discretion of the TAFE college.

Assessing applicant on basis of experience

Applicants who are not able to meet the Entrance Requirements with relevant supporting documentation may be assessed for entry into a course on the basis of experience (Regulation 10). This assessment is conducted by the relevant TAFE college as a Learning Area Assessment.

Fee for assessing applications on the basis of experience

A person who makes an application under Regulation 10 must pay a fee determined by the Admissions Manager which does not exceed \$70. This information is published on the Department's website.

Assessing applicant on the basis of special circumstances

TAFE Admissions in consultation with TAFE colleges may make provision for applicants who can substantiate that special circumstances apply to them. These circumstances must be exceptional and beyond the control of the individual. These will be taken into consideration during the application process, including for entry into competitive courses. This will enable applicants to be considered for a place, making adjustments (if required) for their individual situation.

Special consideration will be given for circumstances that affect a person's ability to participate in education or employment that may result in a person being less competitive for entry into a course. These will be looked at on a case by case basis and discussed with the relevant TAFE college.

Applicants must apply for and provide substantiating documents at least 10 working days before the Round 1 offers are due to be published. Applying for an adjustment based on special circumstances does not guarantee entry into a course.

Due to the sensitive nature of these applications the Coordinator TAFE Admissions (as the Department's Admissions Manager) is responsible for the coordination of this process and communication with applicants.

Special circumstances may include, but are not limited to:

- medical reasons – in cases of injury, serious illness or disability;
- unemployment or inability to work; and
- family or social reasons.

Consideration will be given but not limited to:

- the level of impact of the special circumstances;
- what the special circumstances were;
- when they occurred; and
- how long they lasted.

The steps for assessing special circumstances are:

1. Applicants will be notified that a process for special circumstances is available. This will be communicated in the initial application acknowledgement letter that all students receive. Students will be directed to the online full-time courses guide (www.fulltimecourses.tafe.wa.edu.au) for the process to submit a special circumstances application.
2. Submission of a special circumstances application will be directly to the Coordinator TAFE Admissions through the web form.
3. The Coordinator TAFE Admissions will update the TAFE Admissions System (TAS) to reflect that an application has been made.
4. The Coordinator TAFE Admissions will consult with the nominated representatives in the TAFE college(s) and come to an agreement about what adjustments can be made (if any) based on the evidence provided.
5. The Coordinator TAFE Admissions will forward the recommended adjustment to the Associate Director Training Sector Services for review.
6. The Coordinator TAFE Admissions will communicate the outcome to the applicant.
7. The Coordinator TAFE Admissions will make any changes agreed to in TAS to update the application.

Entrance requirements and selection criteria

To be selected to receive an offer for a course, applicants must meet the entrance requirements. To be selected to receive an offer for a competitive course, applicants must meet both the entrance requirements and the selection criteria. Offers for competitive courses are issued based on a ranked selection process.

Entrance requirements and selection criteria are published on the full-time courses website.

Late applications

Pursuant to Regulation 9, the Admissions Manager, determines a date by which applications should be received for each semester intake. This information is published on the full-time courses website. Applications received after this date may be regarded as late applications and a late application fee may be charged.

Payment notification will be provided to a student if so determined by the Admissions Manager.

PRIVACY

Information collected during the application for admission process includes data such as:

- contact details, including name, address, telephone number(s), email address(es);
- date of birth;
- citizenship or residency status;
- academic achievements;
- employment and other workplace experience; and
- other demographic data.

Information may be collected from and disclosed to other organisations in the course of our business for the purposes of assessing eligibility for admission to a course with a TAFE college.

These may include:

- TAFE colleges;
- educational institutions previously attended; and
- Federal and State Government education authorities.

Personal information about an applicant will not be disclosed to third parties unless:

- the applicant has authorised its release; and/or
- TAFE Admissions is required by law or legal action to provide the information.

Information will not be disclosed to other individuals or bodies, except as provided for in this policy, without the express approval of the individual concerned.

Online application

The following type of information is collected from visitors to the TAFE Admissions home page

- server address;
- top level domain name, for example .com, .edu, .gov, .au, .uk etc;
- IP address;
- date and time of the visit to the site;
- pages accessed and the documents downloaded; and
- type of browser used and the operating system.

RELATED POLICIES AND OTHER RELEVANT DOCUMENTS

- *TAFE Admissions Guide for Entry to Full-time Courses*

RELEVANT LEGISLATION

- *Vocational Education and Training Act 1996*: Part 2 – Coordination of the State vocational education and training system
- *Vocational Education and Training (Colleges) Regulations 1996*: Part 3 – Selection and fees

REVIEW DATE

13 October 2023

CONTACT INFORMATION

Associate Director Training Sector Services
Department of Training and Workforce Development
Locked Bag 16, Osborne Park Delivery Centre WA 6916
Telephone: 6212 9745
Email: friederike.krogel@dtwd.wa.gov.au
Web: dtwd.wa.gov.au