

Student Selection Procedure - BHI Version 2

Document No.: ACA-AA-PRO028

Process Area: Academic Affairs



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1 Document Control

Version	Date	Amended by	Changes Made
1	26/10/2009	Manager Higher Education and Learning Partnerships	Initial document
1.1	March 2017	Manager Higher Education and Learning Partnerships	Update to new procedure template. Update position descriptions
1.2	09/10/2017	Executive Manager International	Update to International Applications
2.0	04/01/2018	Registrar	Update to Selection Criteria and Application Processes. Inclusion of ASQA Standards
	8/04/2019	Academic Quality Assurance Coordinator	Minor administrative changes to remove reference to 'BHIG' and 'CAE'

2 Purpose

To determine the policy and principles which apply to student selection.

3 Scope

Applies to Box Hill Institute in relation to the management of student selection.

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4 Responsibilities

Task	Person Responsible
Eligibility for Selection	Selection Officers
Selection criteria and processes review	Course Selection Officers
	Faculty Dean/Head
	Faculty VTAC Selection Officers

5 Definitions

Term	Definition	
Selection Officers	Are academic staff members who assess selection into courses in accordance with the eligibility requirements and specific selection criteria established for each course	
Higher Education Board of Studies (HEBOS)	Is the academic board concerned with higher education courses	
Vocational Education and Training Board of Studies (VETBOS)	Is the academic board concerned with vocational education courses	

6 Procedure

Procedure	Responsibility
1. Eligibility for selection	Selection Officers
Selection decisions are made by Selection Officers who are academic staff members. The Selection Officer undertaking selection into courses will ensure that each application is assessed in accordance with the eligibility requirements and specific selection criteria established for each course.	
Selection officers are to consider all eligible applicants and select those who are most likely to succeed in their chosen field of study.	
Eligibility requirements are specific criteria which must be met by the applicant prior to selection for a course. Examples of these criteria are:	
 pre-requisite units of competency or lower level training package qualifications; employment as an Australian Apprentice/Trainee; current employment in the industry; HESG requirement for students to be over the age of 15 years for enrolment in government funded courses; and Institute policy that Inbound International Students must be over the age of 18 years to enrol. additional Institute and course specific criteria to ensure students are able to succeed in course (e.g. audition and/or musicianship theory test for Music courses) 	

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Procedure	Responsibility
2. Selection Criteria Selection Criteria and methods shall take account of the different ways through which the desired characteristics may be demonstrated and take into consideration the abilities, aptitudes, skills, qualifications, work and life experience of applicants that would indicate their potential to succeed in the program.	
Degree Selection Criteria are specified in the accreditation document for each qualification (Course Admission Information). Any change to the Degree Selection Criteria must be endorsed by the Course Advisory Committee prior to presentation at the Higher Education Board of Studies (HEBoS) for approval.	HEBOS
State Accredited VET Course entry requirements are specified in the curriculum document for each qualification (Section B Course Rules 4.2 Entry Requirements). Additional information in the "Learner Profile" section of the TAS outlines other Institute requirements needed to succeed in the specific course/qualification.	VETBOS
VET Training Package Qualification entry requirements are in the Training Package Qualification and/or determined as part of the industry requirements. The Training and Assessment Strategy (TAS) for each course outlines the entry requirements. Additional information in the "Learner Profile" section of the TAS outlines other Institute requirements needed to succeed in the specific course/qualification.	
3. Publishing of Selection Criteria	
Selection criteria will be clearly published on the BHI websites under relevant course entries.	Marketing
For BHI courses participating in the Victorian Tertiary Admissions Centre (VTAC) processes for February/March study commencement, any course pre-requisites and/or selection requirements will be listed in VTAC's online guide, as part of the annual VTAC course entries establishment process.	Registrar
4. Application Processes	
 a) Direct entry applications for domestic students can be made to Box Hill Institute for February/March study commencement, for: Applications for full-time or part-time Certificate I, II, III, Graduate Certificate and Graduate Diploma courses not listed with VTAC. Applications for part-time study to Certificate IV, Diploma, Advanced Diploma and Degree courses. Applications for full-time study to Certificate IV, Diploma, Advanced Diploma, and Degree courses where the course is not listed with the VTAC or 	
 Where the course is listed with VTAC but the applicant is a non-Year 12 applicant, has not applied for any course via VTAC and is applying directly for only the one course with Box Hill Institute. 	

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Proced	dure	Responsibility
b)	Applications for full-time study to most Certificate IV, Diploma, Advanced Diploma and Degree courses for a February/March study commencement are made through VTAC. Where VTAC applicant lists are exhausted and course places remain available, or for courses where VTAC endorse that concurrent direct and VTAC application processes may occur, applications may also be made directly to Box Hill Institute for a February study commencement.	
c)	Applications for full-time study to all courses for commencement in any other months are made directly to Box Hill Institute.	
d)	All requirements of the VTAC procedures must be adhered to when students are being selected by this process. Information about VTAC requirements can be found at http://www.vtac.edu.au/ .	
e)	All International Applications (Applicants are not Australian Citizens, Australian Permanent Residents, New Zealand Citizens, and Humanitarian Visa holders) are made directly or through VTAC and or authorised education agents to Box Hill Institute for all course levels.	
5. Qua	lification Quotas	Faculty Dean/Head/
a)	For each category of applicants for a program, the Institute may determine a quota of places.	Course Selection Officers/ School VTAC Selection Officers
b)	Selection within categories and against such quotas should encourage and maintain high standards of achievement and quality. This may be achieved through the determination and consistent application of relevant and appropriate selection criteria, and the emphasis on merit, to ensure a sufficient pool from which those applicants more likely to succeed in a program are selected.	Officers

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Proced	lure	Responsibility			
6. Pre-	requisites/entry requirements not met				
	may be certain circumstances in which exceptions to the stated pre-requisites e considered, or the pre-requisites relaxed, as follows.				
Where	an applicant who has not met the stated pre-requisites:	Calcation Officer			
a)	is able to demonstrate a high aptitude or skill in the primary course discipline area, and where it is deemed the student would be able to succeed in their chosen program; or	Selection Officer			
b)	is able to complete bridging or preparatory studies prior to or alongside the qualification to close the skill gap, and maximise the student's potential to succeed in the program; and/or				
c)	is a VTAC special entry access scheme (SEAS) applicant, and where it is deemed the student would be able to succeed in their chosen program; or				
d)	where the applicant has completed prior studies/qualifications of an equivalent or higher level to the stated pre-requisites, that satisfies the selection officer of pre-requisite equivalencies having been achieved. In certain instances the applicant may be required to formalize recognition of their prior study via the Institute's recognition of prior learning processes.				
For iter	ms a, b and c above, the applicant may only be selected:				
•	where their selection in no way disadvantages other eligible applicants for selection; and	Selection Officer			
•	where the Institute is satisfied that the student is most likely to succeed in their chosen field of study; and				
•	if the selection officer deems it necessary, the training plan incorporates bridging or preparatory studies to close any identified skill gaps; or				
•	if the selection officer deems it necessary, the training plan incorporates appropriate recognition of prior learning to formalize recognition of prerequisite equivalencies, for prior completed qualifications.				
7. Righ	7. Right of Appeal				
	licant not selected for a program shall have the right to lodge a Grievance at that the following conditions are met:	Student			
a)	the applicant satisfies all program entrance requirements;				
b)	the application for admission was lodged on time, in the correct manner, and all the relevant documentation was made available to the selection personnel at the time of selection; and				
c)	the applicant was not selected due to the improper application of this and other Institute policies.				

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Procedure	Responsibility
8. Review Selection criteria and processes will be reviewed regularly to ensure that they remain current and valid in light of changing circumstances, such as changing patterns of the applicant cohort, changes in the pattern of availability of, and demand for, different modes of study, and the legal rights and obligations relevant to the admissions process and government policies including:	Faculty Dean/Head/ Course Selection Officers/ School VTAC Selection Officers
 Access and equity objectives; 	
 Commitment to lifelong learning; 	
 Commitment to developing pathways; and 	
 Legislative and other government requirements. 	

7 Related Documents

Student Selection Policy - BHI

Student Enrolment Policy - BHI

BHI VTAC Special Entry Access Scheme (SEAS) Policy

BHI VTAC Special Entry Access Scheme (SEAS) Procedure

Student Enrolment Procedure - BHI

Work Instruction Student Selection

7.1 Documents

Term	Definition
VTAC Information	VTAC System Rules for VTAC and Tertiary Institutions
Higher Education Standards	Higher Education Standards Framework (Threshold Standards) 2015
ASQA Standards	Australian Skills Quality Authority (ASQA) Standards for RTOs 2015

7.2 Risk/Opportunity Assessment

Opportunity	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Increased enrolments	Likely			

8 Process Flowcharts

Nil