VTAC Special Entry Access Scheme (SEAS) Procedure – BHI Version 2

Contents

1   Document Control

Version	Date	Amended by	Changes Made
0.1	8 July 2010	Registrar	Initial document
1.1	29 November 2012	Registrar	New Template, review
0.2	29 December 2017	Registrar	New template, review
	8 April 2019	Academic Quality Assurance Coordinator	Minor administrative changes to remove reference to 'BHIG' and 'CAE'

2   Purpose

To determine the procedure for prospective students applying for extra consideration under the special entry access scheme (SEAS) as part of the Victorian Tertiary Admissions Centre (VTAC) course application process, for entry into Box Hill institute (BHI) courses listed with VTAC.

3   Scope

For students applying to Box Hill Institute courses via the VTAC application process only, for study commencement in February/March, where the student has also lodged a SEAS application directly with VTAC alongside their course application with VTAC.

4   Responsibilities

Task	Person Responsible
Consideration of SEAS	Faculty VTAC Selection Officers

5 Definitions

Term	Definition
Faculty VTAC Selection Officers Selection Officers	Are academic staff members who assess selection of VTAC applicants into Box Hill Institute courses listed with VTAC for February/March study commencement.
SEAS	Is the Special Entry Access Scheme available to course applicants via VTAC, which enables extra consideration to be granted in the selection of students into BHI courses where applicants have indicated they have experienced some prior educational disadvantage under one of the VTAC SEAS categories.

6 Procedure

Procedure	Responsibility
• Applicants must first register with VTAC online, and submit a VTAC course application in order to access the SEAS application, within the required VTAC timelines. • Applicants should then complete their SEAS application online via VTAC's online application system, within the required VTAC timelines. • Applicants may be required to also submit documentary evidence by mail to support their SEAS application, depending on the SEAS category under which they are applying. Documentary evidence must be certified photocopies, and submitted in the manner as required by VTAC at any given time for the SEAS category under which they are applying. This may include submitting evidence with an appropriate VTAC coversheet.	Prospective Students
• VTAC undertake an assessment of the SEAS application, and will assign a rating to indicate the level of disadvantage and its impact on education, based on all information provided. • VTAC then make the rating available to Box Hill Institute selection officers for applicants with a Box Hill Institute course listed on their preference list.	VTAC
• The Institute Registrar ensures that VTAC Selection Officers are aware of their obligations to take the SEAS application into consideration when selecting students into Institute courses.	Registrar
• Faculty VTAC Selection officers review an applicant's SEAS application as part of the VTAC selection process, and apply consideration as appropriate when ranking students for selection into their course.	Faculty VTAC Selection Officers
• Applicants are informed of the outcome of their course application in line with standard VTAC offer processes. • Selection procedures under the BHI Selection Policy & Procedure otherwise apply to all course applicants.	VTAC

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Document No.:	ACA-AA-PRO023
Process Area:	Academic Affairs

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7   Related Documents

VTAC Special Entry Access Scheme (SEAS) Policy - BHI

Learners with a Disability Procedure

Student Selection Policy and Procedure - BHI

7.1   Documents

Term	Definition
VTAC Information	VTAC System Rules for VTAC and Tertiary Institutions

7.2   Risk/Opportunity Assessment

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

8   Process Flowcharts

Nil