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Student Selection Policy – BHI Version3.1

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Authorised by: CEO

Endorsed By: Executive Team



1 Document Control

Version	Date	Amended by	Changes Made
1.0	29 November 2012	Manager Higher Education and Learning Partnerships General Manager, Teaching Operations and Adult Learning	Initial document
1.2	March 2017	Manager Higher Education and Learning Partnerships Registrar	New template, review
2.0	06/10/2017	Executive Manager International	Update of International legislation and regulation
3.0	04/01/2018	Registrar	Update of ASQA Standards and VTAC Operating Guidelines
3.1	15/05/2018	Academic Quality Assurance Officer	Administrative amendment to include ANMAC Standards
	09/04/2019	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.

4 Policy Statement

Student selection and admission shall be transparent, fair, clear and explicit, and based on consistent, equitable merit-based criteria and entry categories.

Eligibility and selection criteria for all qualifications and courses will be published on Box Hill Institute web site, associated course materials and other relevant publications.

Applicants throughout the process of selection and admission will be treated courteously and expeditiously.

Student selection and admission will treat applicants from different social, racial, cultural and educational backgrounds equally in the application of selection criteria.

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Student selection decisions will be communicated to applicants in a timely manner, and according to timelines established by the School, Faculty, or Enterprise Division and/or VTAC.

Box Hill Institute acknowledge the principle of Lifelong Learning by, subject to selection criteria, providing preferential course places to applicants who have previously enrolled in an Institute accredited course.

Documentation will be sufficiently clear and comprehensive to render selection and admission decisions transparent and capable of effective review.

5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Code of Staff Code of Conduct.

6 Definitions

Term	Definition
Selection Officers	Are Institute delegated 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

7 Related Procedures

Student Selection Procedure - BHI
Student Enrolment Procedure - BHI

8 Related Operating Guidelines

Work Instruction for Student Selection
VTAC System Rules for VTAC and Tertiary Institutions

9 Related Forms

Various Box Hill Institute course specific and course application forms.

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10 Related Legislation and Registration

10.1 Box Hill Institute

- Student Enrolment Policy - BHI
- BHI VTAC Special Entry Access Scheme (SEAS) Policy and Procedure

10.2 External

- Higher Education Standards Framework (HESF) 2015
- Australian Skills Quality Authority (ASQA) Standards for RTOs 2015
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
- Education Services for Overseas Students Act 2000 (ESOS Act)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

12 Review

This policy must be reviewed no later than three (3) years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

13 Approval Body

The CEO is the approval body.

Owner	Author
Executive Director, Academic Affairs (VET & Higher Edu)	Manager, Higher Education and Learning Partnerships, and Registrar

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