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Student Selection Procedure - BHI Version 2

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Authorised by: CEO



Contents

1	Document Control.....	1
2	Purpose.....	1
3	Scope	1
4	Responsibilities	1
5	Definitions	2
6	Procedure	2
7	Related Documents	6
8	Process Flowcharts.....	6

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.



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
<p>1. Eligibility for selection</p> <p>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.</p> <p>Selection officers are to consider all eligible applicants and select those who are most likely to succeed in their chosen field of study.</p> <p>Eligibility requirements are specific criteria which must be met by the applicant prior to selection for a course. Examples of these criteria are:</p> <ul style="list-style-type: none"> 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) 	Selection Officers



Procedure	Responsibility
<p>2. Selection Criteria</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>HEBOS</p> <p>VETBOS</p>
<p>3. Publishing of Selection Criteria</p> <p>Selection criteria will be clearly published on the BHI websites under relevant course entries.</p> <p>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.</p>	<p>Marketing</p> <p>Registrar</p>
<p>4. Application Processes</p> <p>a) Direct entry applications for domestic students can be made to Box Hill Institute for February/March study commencement, for:</p> <ul style="list-style-type: none"> • 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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Document No.: **ACA-AA-PRO028**

Process Area: **Academic Affairs**



Procedure	Responsibility
<p>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.</p> <p>c) Applications for full-time study to all courses for commencement in any other months are made directly to Box Hill Institute.</p> <p>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/.</p> <p>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.</p>	
<p>5. Qualification Quotas</p> <p>a) For each category of applicants for a program, the Institute may determine a quota of places.</p> <p>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.</p>	<p>Faculty Dean/Head/ Course Selection Officers/ School VTAC Selection Officers</p>

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Procedure	Responsibility
<p>8. Review</p> <p>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:</p> <ul style="list-style-type: none"> • Access and equity objectives; • Commitment to lifelong learning; • Commitment to developing pathways; and • Legislative and other government requirements. 	<p>Faculty Dean/Head/ Course Selection Officers/ School VTAC Selection Officers</p>

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