



Recruiting, Selecting And Enrolling Students Policy

Last reviewed/updated: June 2017

SU Institute of Training is a Registered Training Organisation (RTO 30548) that provides vocational education and training in the community services sector, predominantly in the area of youth work. SU Institute of Training recognises the importance of establishing a student selection policy that ensures a fair, efficient and effective selection process. The relevant details of this policy are incorporated into the online information provided to prospective students.

Students complete an application for admission and are then guided through a pre-enrolment consultation process with a member of the training team prior to formal enrolment in the program. This process helps identify individual learning needs and pathways, and clarify course requirements and expectations. This consultation may be conducted in person or over the phone and will vary depending on each student's individual situation and needs.

Student selection will be made on established criteria for a given enrolment pathway including academic suitability, life and work experiences, the capacity to meet any enrolment requirements or eligibility requirements for the given enrolment pathway. A recommendation from a referee may be required, but does not determine acceptance. Offers of enrolment will only be extended to students when all enrolment requirements are met, documentary evidence required is supplied and the student has demonstrated that they can meet the ongoing requirements for the course, including the payment of fees.

Enrolment requirements, such as workplace contexts, placement and Blue Card, are outlined in the information provided to prospective students prior to enrolment. The inability to meet entry requirements (e.g. refused a Blue Card) will result in non-acceptance in the course.

SU Institute of Training is unable to enrol or deliver training to student visa holders or students residing outside of Australia. In the instance that a student is not an Australian Citizen, training staff will ensure, as a part of the admission process, that the conditions of a visa held by a prospective student enables them the right to study, prior to acceptance into the program.

Unsuccessful applicants will be advised by a training staff member of the outcome of the selection process. Options for alternative training would normally be discussed with the applicant.

Offers will be made to applicants in order of merit until:

- the course quota is reached
- there are no further applicants, or
- the course itself has advanced to a point where commencement is considered impractical.

Applicants who are aggrieved with any aspect of the selection process may lodge an appeal which will be handled according to the Complaints and Appeals Policy.