	Pacific College of Technology	Authorised by	Principal
		Effective Date	01 January, 2017
Pacific College of Technology Since 2002 CRICOS: 02668F	**Policy and procedures - assessment of educational entry requirements**		

1. Purpose

The purpose of this policy is to ensure the Pacific College of Technology complies with the national Quality Framework, and the terms and conditions of the *Smart and Skilled* programme. Any matters not listed on this document will be governed by Smart and Skilled Contract Operating Guidelines 2017 available from https://www.training.nsw.gov.au/

A copy of these policies is also available on the College web-site: www.pct.edu.au

2. Scope and responsibility

This policy applies to Pacific College of Technology staff processing applications from prospective students. The College's Administration Officer is designated as the person responsible for implementing these policies and procedures.

3. Procedures to be adopted for assessing academic entry requirements

3.1   Any applications received for qualifications offered by the Pacific College of Technology will be recorded, and an initial assessment for educational entry undertaken.

3.2   Applications will be assessed according to College policy and procedures.

3.3   Recognition of prior learning may be offered to candidates at the time of application. (Procedures and application forms for recognition of prior learning are available on the Pacific College of Technology web-site.)

3.4   The College Administration Officer will assess applications in a timely manner using the educational entry requirements outlined below:

Course level	Educational entry requirements
Certificate IV to advanced diploma	Successful completion of Year 10 or higher in an Australian school, or equivalent level overseas (students may need to complete a language, literacy and numeracy assessment if they are unable to provide evidence of Year 10 completion at the time of enrolment). Evidence of successful completion Year 10 e.g. a certificate, must be provided prior to finalising enrolment)

3.5   When assessing enrolment applications, the Administration Officer will ensure evidence that students successfully meet educational entry requirements, and other supporting documents is provided and attached to their application.

4. Student selection

Pacific College of Technology has open, fair and transparent processes, based on merit for making decisions about:

- selection from among potential students; and

- treatment of students.

Pacific College of Technology will ensure that prior to enrolment, prospective students have access to information regarding courses, training, assessment, services, and the *Smart and Skilled* programme, enabling them to make informed decisions about the suitability of courses and ensuring that College facilities meet their needs.

In order for the Pacific College of Technology to assess an application for admission, applicants must send or submit a completed and signed Pacific College of Technology Admission Application Form to the Administration Officer or delegate. Successful applicants will be notified of the oucome via SMS and/or e-mail.

Following enrolment, an individual training delivery plan will be developed in consultation between students and College staff. A copy of individual training delivery plans will be provided to students after they have been signed by the student, trainer and College Director of Studies.

4.3 Unsuccessful applicants will be provided with reason(s) they were not accepted, and may be referred to the Director of Studies for additional advice and guidance.

5. Selection procedures

5.1 Applications will be sought from eligible candidates, with selection based on one, or a combination of, (but not limited to) the following:

- educational record (including any pre-requisites);

- interviews which may be conducted via telephone or face-to-face at the College; and/or

- appropriate skills or other assessment mechanisms.

5.2 The College will ensure that throughout the process of selection and enrolments, applicants are treated fairly, courteously and expeditiously.

5.3 These requirements will be communicated at the time of enquiry or programme advertising.

Appendix 1- Application form check-list

I. Eligibility for admission/requirements (tick relevant boxes)

- ❑ Completed and **signed Pacific College of Technology Admission Application Form**
- ❑ Evidence of **Australian Citizenship or permanent resident visa**
- ❑ Completed **Pacific College of Technology *Smart and Skilled*** Student Induction Form.
- ❑ Evidence of educational qualifications completed in Australia or overseas.

II. Document that need to be checked after admission

- ❑ Notification of enrolment has been provided to students
- ❑ A copy of the individual training delivery plan is provided to the student