



## **Booroongen Djugun College**

**RTO ID: 6673**

ABN 79 638 718 552 ACN: 162 957 315

### **Student Entry Procedure**

#### **Organisation Definition:**

Booroongen Djugun College

#### **Definitions:**

The purpose of this procedure is to inform prospective students of the entry requirements to enrol with Booroongen Djugun College.

These entry requirements include:

1. Assessment of suitability into the chosen course
2. Training package pre-requisites
3. Eligibility requirements
4. Organisational requirements
5. Other requirements
6. Financial obligations
- 7 Assessment of suitability into the chosen course

#### **Stage 1:**

All potential students will be asked a series of discovery questions (verbally) to identify:

- Suitability to their preferred course option
- Gather information about their career goals to ensure the course will provide a potential pathway to meet their career goals
- Collect information about existing skills, knowledge and any previous qualifications to determine if recognition of prior learning can be justified
- Provide broad information about the course to the student to assist them make an informed decision about undertaking their chosen course

## **Stage 2:**

- The student satisfies the following requirements:
- All students seeking to enrol in any Booroongen Djugun College courses at Diploma level and above, regardless of prior study, must complete and demonstrate competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF). This needs to cover both reading and numeracy and reasonably demonstrate an ability to complete the course (prior to the enrolment in the course) through the successful completion of a Language Literacy and Numeracy Test (LLN).

Alternatively, the student must provide a copy of a Senior Secondary Certificate of Education that has been awarded to them by an agency or authority of a State or Territory for their completion of Year 12.

- Prospective students must also complete a Pre-Training Review (PTR). The Pre-Training Review is designed to ensure the suitability of the student to their chosen course.
- Where required, Booroongen Djugun College uses tools designed by the Australian Council for Educational Research (ACER) to assess each prospective student's core skills as specified in the VET Guidelines.

## **Stage 3:**

Procedure for assessing Foundation Skills or Language Literacy and Numeracy: For VET providers, the Australian Core Skills Framework (ACSF) is the appropriate national framework for literacy and numeracy skills to be measured by LLN assessment tools, and in the specific situation of meeting the VET Student Loans minimum LLN standards.

In order to validly and reliably assess a student's competence in reading and numeracy against the ACSF, Booroongen Djugun College uses the software platform titled Core Skills Profile for Adults, published by the Australian Council for Education Research Limited.

Upon completion of the Enrolment Application Form and PTR, students will be given access to an online LLN test to complete via the Core Skills Profile for Adults platform. This process needs to be conducted by the student with honesty and integrity. Students are required to complete the test by themselves without receiving any aid or assistance from another person.

This test will be assessed online as soon as the student completes their test. A copy of the result will be printed and provided to the student and to the Secretary in the form, manner and by the time requested by the Secretary.

For the record, a copy of the LLN result will be attached to the students' Enrolment Application Form and PTR review. As required, Booroongen Djugun College will retain a copy of these results for at least 5 years.

## **2. Training Package Pre-requisites**

All perspective students must meet the relevant training package prerequisites where applicable.

## **3. Eligibility requirements**

Students accessing VET Student Loans (VSL) must meet all eligibility criteria including the following:

- Citizenship and residency requirements
- Age requirements
- Provide a valid Tax File Number (TFN)
- Have a sufficient VSL balance
- All other eligibility requirements as required

NOTE: International students are not eligible, under any circumstances; to enrol with Booroongen Djugun College. Booroongen Djugun College is not a Registered CRICOS provider therefore cannot provide training to overseas or international students.

## **4. Organisational requirements**

Booroongen Djugun College does not accept students enrolling into two Diploma qualifications concurrently.

Active students willing to enrol in a second course, must, prior to completing the enrolment process, undergo an interview with the Training and Placement Coordinator, to ensure that the student understands the workload requirements of the courses and to ensure they can satisfactorily progress in both.

Withdrawn students recommencing their course must also undergo an interview with the Training and Placement Coordinator prior to the completion of the enrolment process.

## **5. Other requirements:**

Underage students must attend an interview with an authorised Booroongen Djugun College staff member and their parents or guardian before enrolling in their chosen course.

## **6. Financial obligations**

Students accessing a VSL Loan must familiarise themselves with their obligations after accessing the VSL loan.

Adequate and accurate information about and from the student as required by the VET Student Loans program must be provided to Booroongen Djugun College prior to enrolment.

Perspective students must pay all fees that are not covered by their VSL loan or State funding once accepted in the course, to be able to progress to the next stage of the enrolment. For further information on fees please contact the College.