

Admission & Enrolment Policy



Institute of Health and
Nursing Australia

Legal entity: Health Careers
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Purpose

1. This policy identifies the Institute of Health and Nursing Australia (IHNA)'s framework and requirements for determining admission to courses offered by IHNA. It describes the student admission and enrolment processes to ensure that students are provided with appropriate levels of course information and advice to guide their choice of course.

Scope

2. This policy applies to all applications for admission and enrolment into courses offered by IHNA.
3. This policy is also relevant to the staff who handle and process student admissions and enrolments, decision-making committees, and all stakeholders of IHNA.
4. This policy provides a framework and requirements for IHNA to demonstrate it is compliant with State and National regulatory requirements as well as accreditation standards that relate to student selection, eligibility, and admission to nationally recognised courses, skill sets and accredited courses.

Responsibility

5. The IHNA Board of Directors is accountable for ensuring that this policy meets the requirements of the Standards for Registered Training Organisations 2015 including, but not limited to, the VET Student Loan, Skills First Program, Department of Training and Workforce Development (DTWD) Funding and the Enrolled Nurse Accreditation Standards 2017 and is consistent with IHNA's obligations in regard to the principles of access and equity.
6. The Chief Operations Officer (COO) is responsible for establishing the entry requirements, selection criteria and application assessment processes which are consistent with the requirements of relevant regulatory and accreditation standards.
7. Registrars are responsible for implementing the student selection process in accordance with this policy and ensuring that all students enrolled have met the entry requirements specified by IHNA and in the Training Product prior to accepting their application. Marketing Managers and the Quality Assurance team will assist the Registrars in this process.
8. National Training Managers are responsible for ensuring pre-training reviews (PTR) are conducted to determine the competency levels of applicants to tailor their training plans. They are to confirm if recognition of prior learning and/or credit transfer is applicable for an applicant prior to confirming their enrolment.
9. Student Support and Administration Officers are responsible for providing support for all potential students in accordance with the principles of access and equity as outlined in the Access and Equity Policy.

Definitions

10. **ASQA** means the Australian Skills Quality Authority. It is the national VET regulator and the RTO's registering body.
11. **ANMAC** means the Australian Nursing & Midwifery Accreditation Council. It is appointed by the Nursing and Midwifery Board of Australia (NMBA) as the independent accrediting authority for nursing and midwifery education under Australia's National Registration and Accreditation Scheme.
12. **AVETMISS** means the Australian Vocational Education and Training Management Information Statistical Standard. It is a national data standard that ensures consistent and accurate capture and reporting of Vocational Education and Training (VET) information about students.
13. Disadvantaged students are those whose family, social, or economic circumstances hinder their ability to learn at school.
14. **DTWD** means the purchase of training services for the delivery of VET courses by the Department of Training and Workforce Development in West Australia.
15. **KH** denotes Knowledge Hub, IHNA's student management system and information repository.
16. **NMBA** is the Nursing and Midwifery Board of Australia which regulates the practice of nursing and midwifery in Australia.
17. **Pre-Training Review** is used to determine the applicants competency level and assists IHNA to tailor their training plan. The review also helps to identify the eligibility of a student for skills recognition and credit transfers when applying for a course at IHNA.
18. **Skills First** means the funded training program managed by the Department of Education and Training in Victoria.
19. Standards refers to the Standards for Registered Training Organisations (RTOs) 2015. ASQA uses the Standards to ensure nationally consistent, high-quality training and assessment is available across Australia's vocational education and training (VET) system.
20. **Student Identifier** means a unique number assigned to an individual by the Registrar in accordance with the Student Identifiers Act 2014.
21. **USI** stands for Unique Student Identifier and has the same meaning as 'Student Identifier'.
22. **VET Student Loan** means the VET Student Loans program which is governed by the VET Student Loans Act 2016 (the Act) and the VET Student Loans Rules 2016 (the Rules).

Policy

23. IHNA adopts various strategies to support the enrolment of students from culturally, socially and linguistically diverse backgrounds, and offers a range of supports for these students.
24. **Supporting students to make an informed decision:**
 - 24.1. IHNA shall ensure that where a course has specific entry requirements these are clearly stated in course information published on the website and in related marketing materials.

24.2. Specific entry requirements, as set by IHNA, may include:

- 24.2.1. Pre-requisite skills, experience, qualifications, or units of competency
- 24.2.2. Completion of qualifying processes including interviews, presentation of portfolios and/or supplementary application forms
- 24.2.3. Minimum age requirements
- 24.2.4. Attendance at compulsory information sessions
- 24.2.5. Evidence of language, literacy and numeracy or aptitude
- 24.2.6. Completion of specified secondary schooling
- 24.2.7. English language skills requirement as per the NMBA English Language Skills Registration Standard for HLT54115 Diploma of Nursing
- 24.2.8. Meeting specific requirements for right of entry to health services for workplace experience requirements and fit for work practices including current Police and Working with Children checks and immunisations
- 24.2.9. Meeting basic computer skills.

24.3. **AHPRA:** IHNA has an obligation, under the National Law, to notify the Australian Health Practitioner Regulation Agency (AHPRA) if a student undertaking the Diploma of Nursing course has an impairment that may place the public at substantial risk of harm. For details refer to www.ahpra.gov.au/Legislation-and-publications/Legislation.aspx

24.4. **NMBA:** Students are required to meet requirements of the NMBA Registration Standards at the time of registration. Students need to confirm their acceptance and willingness to meet the standards for registration published at NMBA website at <https://www.nursingmidwiferyboard.gov.au/registration-standards.aspx>

24.5. **VET Student Loans:** Students are required to meet the academic suitability requirements included in the [VET Student Loans Rules 2016](#) (*Subdivision B, rule 80: Academic Suitability*), the VET Student Loans Manual for Providers and IHNA's VET Student Loan Process and Procedure.

24.6. **Skills First:** Students are required to meet the Skills First Eligibility requirements included in Schedule 1, Part A of the Skills First Program [2021 Standard VET Funding Contract](#) and in conjunction with the Guidelines for Eligibility provided by the Department of Education, Victoria.

24.7. **DTWD (Department of Training and Workforce Development):** Students are required to meet the Jobs and Skills WA Priority Industry Training Program Contract.

25. IHNA shall ensure that potential students are provided with access to clear information prior to enrolment regarding the commitment they are entering into. This will include where applicable:
- 25.1.1. Fees and charges and the total cost of enrolment
 - 25.1.2. Responsibilities in respect to payment of fees and charges

- 25.1.3. Eligibility for funding and the impact on future eligibility
- 25.1.4. The currency of the training product
- 25.1.5. The location and duration of the course
- 25.1.6. Delivery modes and assessment methods
- 25.1.7. Professional Experience Placement arrangements
- 25.1.8. IHNA student code of conduct
- 25.1.9. Policies and procedures related to student life including course progress monitoring, support and completion
- 26. **VET Student Loans:** IHNA shall ensure students are provided with access to clear information prior to enrolment as included in the [VET Student Loans Rules 2016](#) (*Subdivision C, rule 140-143: Marketing Requirements*), the VET Student Loans Manual for Providers and IHNA's VET Student Loan Process and Procedure.
- 27. **Skills First:** Students are required to meet the Student Information and Protection requirements included in Schedule 1, Part A of the Skills First Program [2021 Standard VET Funding Contract](#).
- 28. **DTWD (Department of Training and Workforce Development):** Students are required to meet the Jobs and Skills WA Priority Industry Training Program Contract.
- 29. IHNA shall maintain student support services to provide advice to students prior to and during the application and selection process to ensure that students can make an informed decision regarding:
 - 29.1.1. Appropriateness of courses for their desired employment or education outcomes
 - 29.1.2. Services available to support individual learning needs
 - 29.1.3. Alternate pathways for achieving desired outcomes
 - 29.1.4. Availability of advanced standing through credit transfer and recognition of prior learning
 - 29.1.5. Availability of fee payment plans.
- 30. **Supporting disadvantaged students**
 - 30.1. IHNA is committed to increasing access and equity in education to support increased access of traditionally disadvantaged students to employment and life-long learning. To this end, the IHNA selection and admission processes for courses shall where appropriate:
 - 30.1.1. Make reasonable adjustment to selection processes to meet the needs of people with disabilities
 - 30.1.2. Establish and maintain an Aboriginal and Torres Strait Islander Education and Support Committee to provide assistance and support to indigenous learners
 - 30.1.3. Offer part-time enrolments and alternate delivery modes where practical
 - 30.1.4. Offer financial support to students through access to payment plans
 - 30.1.5. Offer scholarship programs based on the principles of access and equity
 - 30.1.6. Offer alternate processes for students who cannot access online applications.
- 31. **Application Process**

- 31.1. Students can apply to enrol in a course at IHNA through a range of administrative mechanisms including direct application via IHNA website, or via representative offices or IHNA campuses.
- 31.2. All applicants must complete a formal application, which gathers specific information required under legislation, including unique student identifier, identity and funding eligibility and reporting data. This information is validated and if eligible a statement of fees is generated based on the information provided and the applicant progresses to selection
- 31.3. **VET Student Loans:** IHNA gathers information during the enrolment process that satisfies the requirements of [VET Student Loans Rules 2016](#) (*Subdivision B, rules 80-84: Student Entry*), the VET Student Loans Manual for Providers and IHNA's VET Student Loan Process and Procedure.
- 31.4. **Skills First:** Students are required to meet the requirements of Schedule 1, Part A of the Skills First Program [2021 Standard VET Funding Contract](#).

32. Student Selection Process

- 32.1. Student selection will be based on the principles of merit and fairness and will be consistent with published entry requirements
- 32.2. Where a course has specific selection criteria and limited places, all students will undergo a selection process administered by the Student Support and Administration Officer. IHNA is not obliged to offer places to applicants who do not meet the documented selection criteria
- 32.3. Where a course has more applicants than seats available, admission will be based on receipt of the first formal application, first offered basis until all places are filled
- 32.4. Some courses require applicants to undergo independent testing processes prior to and as part of the course selection process.

33. Pre-Training Review Process

- 33.1. Prior to admission to an accredited course or qualification, all students will undergo a pre-training review. The pre-training review considers:
 - 33.1.1. Suitability of the course for that student
 - 33.1.2. That existing language, literacy and numeracy skills are appropriate for the course
 - 33.1.3. English language skills requirement as per NMBA English Language Skills Registration Standard for Diploma of Nursing HLT54115
 - 33.1.4. Prior secondary or tertiary qualifications
 - 33.1.5. Eligibility for advanced standing through credit transfer or recognition of prior learning (RPL)

33.2. The Pre-Training Review Report will be completed by a student support and administration officer. As part of completing Pre-Training- Review, applicants may be contacted by student support and administration officers to clarify responses or request an applicant to attend an interview prior to enrolment. The overall PTR process is overseen by National Training Managers.

33.3. The outcome of the pre-training review will be reported to the applicant. The applicant's selection for the course will result in the establishment of an individual study plan which may include referral to alternate learning pathways or relevant support services including study support or disability support.

33.4. All successful applicants are sent a formal Offer Letter and/or Confirmation of Admission which they must accept to be admitted into the course.

NOTE: As part of the pre-training review for students enrolling in a VET Student Loan eligible course, students are required by Commonwealth legislation to provide a copy of their Year 12 secondary school certificate issued by a State or Commonwealth education authority; OR satisfactorily attain Level 3 in both reading and numeracy of the Australian Core Skills Framework(ACSF).

33.5. Skills **First:** Students are required to meet the requirements of Schedule 1, Pre-Training Review and Enrolment Requirements Part A of the Skills First Program [2021 Standard VET Funding Contract](#).

34. Admission Process

34.1. A student study plan is generated with the agreed units of competency to be undertaken in the current enrolment period and the student is notified of their formal admission into the course. Students can then access their confirmed fee information based on their study plan and enrolment eligibility data via IHNA Knowledge Hub.

34.2. Skills First: Students are required to meet the requirements of Schedule 1, Planning for Training and Assessment, Part A of the Skills First Program [2021 Standard VET Funding Contract](#).

Associated Information



Related Internal Documents	<ul style="list-style-type: none"> • Access and Equity Policy • RPL and Credit Transfer Policy • RPL and Credit Transfer Procedure • Advertising and Marketing Policy • Admission and Enrolment Procedure • Domestic Student Handbook • Application Form • Pre-Training Review document • Complaints and Appeals Policy • Skills First Funding application • Offer Letter • Offer Acceptance • Training Plan • Victorian Privacy notice • Language, Literacy and Numeracy test • Student Orientation
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • <i>National Vocational Education and Training Regulator Act 2011</i> • Standards for Registered Training Organisations 2015 • <i>Education Services for Overseas Students Act 2000 (ESOS Act)</i> • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Australian Core Skills Framework • Victorian VET Student Statistical Collection Guidelines - 2020 • Student Identifiers Act 2014 • Equal Opportunity Act 1995 • Human Rights and Equal Opportunity Commission Act 1986 • Disability Standards for Education 2005 • Enrolled Nurse Accreditation Standards 2017 • Relevant State and Territory funding contracts and eligibility documents



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Change History

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	04/03/2021	Separated Policy from Procedure, revised and updated with pertinent sections