

# Admission & Enrolment Procedure



Institute of Health and  
Nursing Australia

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## Purpose

1. This document outlines the procedure for approving applications for admission and enrolling students, both international and domestic, in relevant courses, skill sets, or units of competency offered by Institute of Health and Nursing Australia (IHNA). This procedure ensures the student selection processes of IHNA are valid, fair, reliable, justifiable, and transparent. This procedure should be read in conjunction with the *Admission & Enrolment Policy*.

## Scope

2. This procedure applies to all applications for admission and enrolment into courses offered by IHNA received by IHNA including applications from international students, Australian citizens, permanent residents, and applicants from culturally and linguistically diverse backgrounds.
3. This procedure is also relevant to staff of IHNA who handle and process student admissions and enrolments, decision-making committees, and stakeholders of IHNA.
4. This procedure 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.
5. This procedure references the process and procedures required by the:
  - 5.1. VET Student Loan Rules 2016
  - 5.2. VET Student Loans Manual for Providers Version 4.2
  - 5.3. 2021 Standard VET Funding Contract, Skills First Program
  - 5.4. Business Rules of the VET (WA) Ministerial Corporation for the Purchase of Training Services.

## Responsibility

6. 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 regarding the principles of access and equity.
7. 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.
8. 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.

9. 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.
10. 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

11. Refer to definitions provided in the Admission & Enrolment Policy.

### Procedure

#### 12. Application and Enrolment Procedure

The IHNA website contains information about the courses available, Application and Enrolment Forms, related policies, and contact details. Prospective students requesting information regarding the courses will be contacted by an Admissions Officer and referred to the Course Brochures and the Student Handbook.

##### 12.1. Entry Requirements and Admission Criteria

IHNA's course brochures, Website and marketing materials provide prospective students with information on the following:

- 12.1.1. Entry Requirements: The entry requirements for each qualification as per the training package or other regulatory/accreditation bodies' directives
- 12.1.2. Admission Criteria: Criteria set by IHNA for prospective students seeking admission into a course to ensure that candidates meet industry requirements. Students must read and understand the entry requirements and admission criteria for the courses they are planning to enrol.

##### 12.2. Application Form

- 12.2.1. The Application and Enrolment form is available on IHNA's website or from IHNA campuses. Students complete the application form and submit this with required evidence and documents.



- 12.2.2. AVETMISS data is collected using this form. Each application will be assessed by the Admissions Officer to determine if the applicant meets the Course Entry requirements and Admission criteria. Enrolment details are verified and the form and all other evidence and documents are uploaded into the student profile. Details for a new student will be entered into MS Dynamics365/or Knowledge Hub(KH) and all student documents will be uploaded in KH. If the applicant is an existing client, their details will be updated.

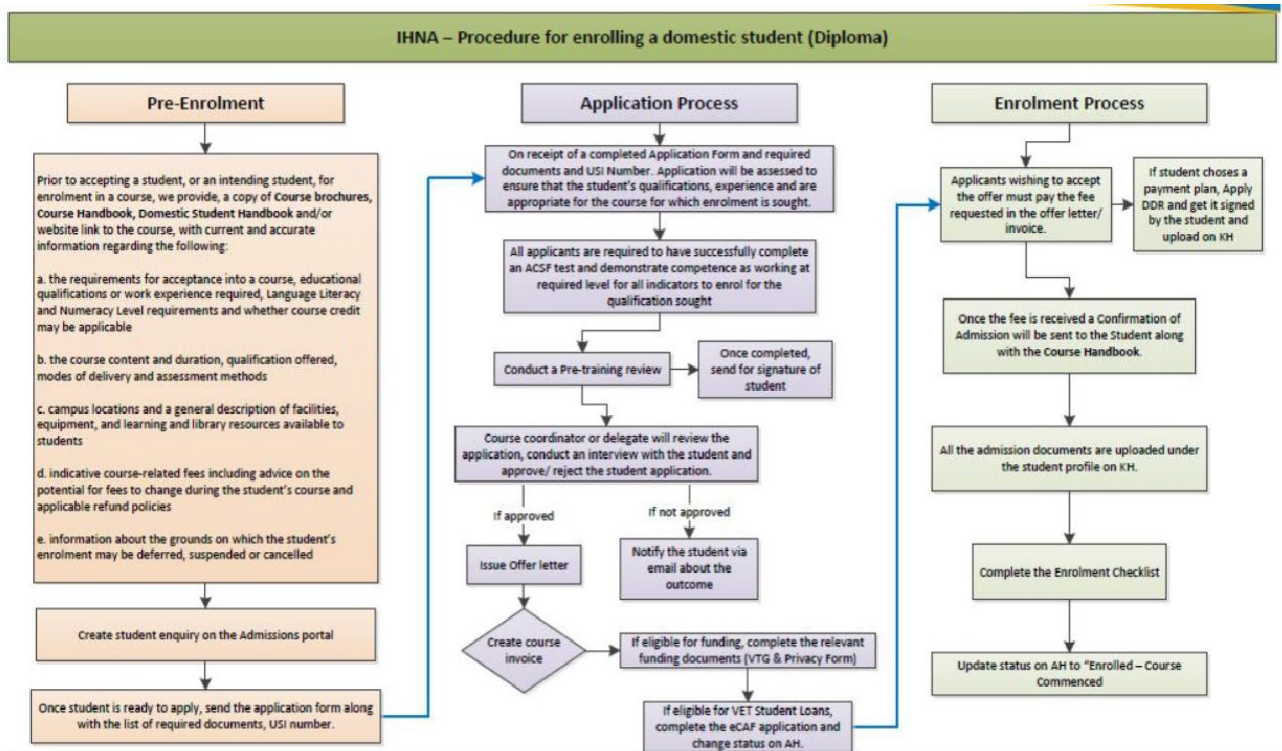
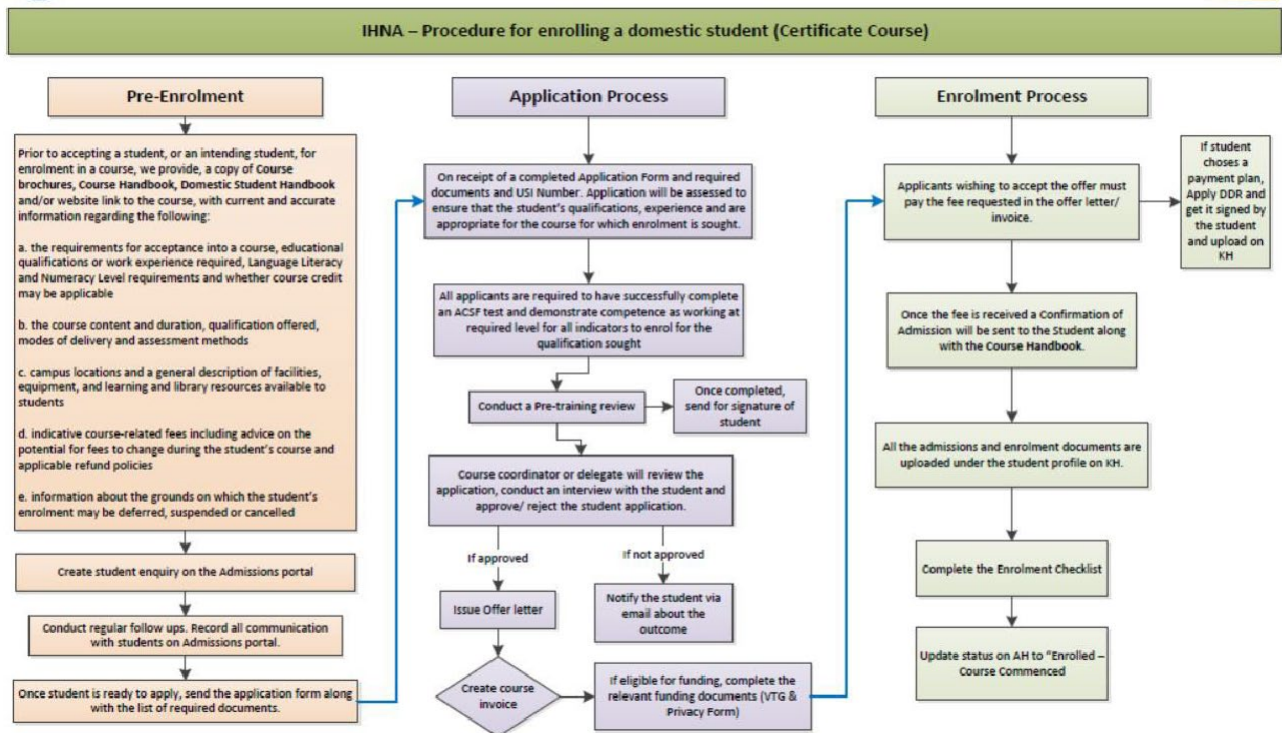
### **12.3. Language, Literacy and Numeracy (LLN) Test**

- 12.3.1. A LLN Test (BKSB test is utilised by IHNA) is scheduled and conducted with all prospective VET Student Loan applicants.
- 12.3.2. All students are required to meet the relevant entry requirements for courses offered by IHNA.
- 12.3.3. IHNA's Student Support and Administration Officer in conjunction with trainers and assessors is responsible for assessing the LLN tests submitted by applicants.
- 12.3.4. The Course Coordinator will formulate a strategy for each applicant in discussion with Student Support and Administration Officer based on results of the LLN test. This strategy will be noted in the section "Identified Individual Needs" in the document 'Training Plan and Comprehensive Assessment Record' which is maintained for each student.
- 12.3.5. Trainers and Assessors access and review this document on a regular basis to update the progress of a student. Student support needs are also identified and regularly updated so as to provide the best support.
- 12.4. If an applicant does not satisfy the entry requirements or Admission Criteria, they will be notified via email or a letter stating the reason for the rejection of their application. This communication will be recorded in student profile along with the application form.
- 12.5. If the applicant is successful an Offer Letter and/or Confirmation of Admission, payment details and any other course specific requirements are e-mailed to or collected in person from the student.
- 12.6. The eligible students for the VET Student Loan will be sent a statement of covered fees along the payment details.

## **13. Enrolment**

- 13.1. Students will be issued an Offer Letter which requires students to accept the offer and return to IHNA. An offer is confirmed when a signed acceptance of the offer is provided to IHNA and payment of fees is completed following which IHNA will issue a Confirmation of

## Admission (COA) Letter.



## Associated Information

Related Internal Documents	<ul style="list-style-type: none"> <li>• Access and Equity Policy</li> </ul>
	<ul style="list-style-type: none"> <li>• RPL and Credit Transfer Policy</li> <li>• RPL and Credit Transfer Procedure</li> <li>• Advertising and Marketing Policy</li> <li>• Admission and Enrolment Policy</li> <li>• Domestic Student Handbook</li> <li>• Application Form</li> <li>• Pre-Training Review document</li> <li>• Complaints and Appeals Policy</li> <li>• Skills First Funding application</li> <li>• Offer Letter</li> <li>• Offer Acceptance</li> <li>• Training Plan</li> <li>• Victorian Privacy notice</li> <li>• Language, Literacy and Numeracy test</li> <li>• Student Orientation</li> <li>• VET Student Loan Manual</li> </ul>



<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• <i>National Vocational Education and Training Regulator Act 2011</i></li> <li>• Standards for Registered Training Organisations 2015</li> <li>• <i>Education Services for Overseas Students Act 2000 (ESOS Act)</i></li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</li> <li>• Australian Core Skills Framework</li> <li>• Victorian VET Student Statistical Collection Guidelines - 2020</li> <li>• Student Identifiers Act 2014</li> <li>• Equal Opportunity Act 1995</li> <li>• Human Rights and Equal Opportunity Commission Act 1986</li> <li>• Disability Standards for Education 2005</li> <li>• Enrolled Nurse Accreditation Standards 2017</li> <li>• Relevant State and Territory funding contracts and eligibility documents</li> <li>• VET Student Loan Rules 2016</li> <li>• VET Student Loans Manual for Providers, Version 4.2</li> <li>• 2021 Standard VET Funding Contract, Skills First Program</li> </ul>
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### Change History

Version Control		Version 4.0
Change Summary	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
	04/03/2021	Separated Policy from Procedure, revised and updated with pertinent sections