

Document title:	Application and Admissions Policy	
Approving authority:	Board of Directors	
Related policies:	Ethical Marketing and Advertising Policy Regulatory Requirements Policy Aboriginal and Torres Strait Islander Education Policy Client Interaction and Service Excellence Policy Access and Inclusion Policy for Students Course Fees Policy Credit Transfer Policy Language, Literacy, and Numeracy (LLN) Admissions Policy Pre-Admission Interview Policy Recognition of Prior Learning (RPL) Policy	
Next review:	01/06/2026	
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Purpose

The purpose of this policy is to outline the application and admissions procedures at ITAC, including entry requirements, principles, staff training, pre-application information, declining admission, identifying support needs, and addressing potential concerns. The policy aims to ensure a transparent, efficient, and systematic application and admission process for all prospective students while adhering to the Standards for RTOs.

2. Entry Requirements

Entry requirements for each course are published on ITAC's website and updated periodically at ITAC's discretion. These requirements may include prerequisite units or qualifications, government regulations, and funding rules. The program coordinator has the discretion to refuse entry or withdraw a student who has not disclosed information that may have impacted their eligibility.

3. Principles

ITAC's application and admissions system is based on the following principles:

- Providing clients with detailed and relevant information.
- Offering advice tailored to individual needs and goals.

- Ensuring a systematic, efficient, and procedural process.
- Identifying support needs at multiple touchpoints.
- Taking a preventative approach to the application and admissions process.
- Managing issues as early as possible.

4. Admissions Process

The admissions process consists of the following steps:

- a. Pre-application: Providing relevant information and accurate information to all students.
- b. Application: Student submits an application form including signing the terms and conditions.
- c. Processing: Admissions staff check the application form for potential concerns and eligibility requirements.
- d. Interview: Student may be required to attend an interview to discuss potential concerns and determining suitability.
- e. Submission: If all requirements are met, the student is submitted and can begin studying.
- f. Issuing a Learning and Assessment Plan (LAP) and orientation; trainer contacts the student.

5. Identifying Support Needs

ITAC employs various strategies to determine students' support needs during the application and admissions process, such as interactions during pre-application enquiries, analyzing information provided on the application form, conducting pre-admission interviews, and performing language, literacy, and numeracy (LLN) testing.

6. Special Consideration

Applications with specific concerns require special consideration and must be discussed during an interview before approval. These concerns include factors such as location, RPL applications, age, disability, mental health, English language skills, criminal history, previous enrolment issues, and other concerns identified by staff. Areas of concern include:

- Students in NT, Tas, ACT
- Rural (>150 km from major city)
- RPL applications
- Under 18, or up to 24 depending on demeanour
- Disabilities or disorders that may impact on studies
- Mental health concerns and notifications
- Medical issues (e.g., pregnancy, surgery, medications, physical limitations)
- English language skills (mainly referring to ESL)

- Demeanour, presentation, attitude for working with children
- Unpleasant behaviour towards staff
- Criminal history/clearance issues (rare)
- Previous enrolment issues (e.g., non-payment, multiple withdrawals)
- Other potential issues raised by staff members

7. Declining Admission

If an applicant is deemed unsuitable or ineligible for entry into ITAC's programs, they should be informed by phone, with a follow-up confirmation email if requested. Staff should attempt to counsel the student to withdraw their application without it having to be declined. A full refund will apply in all cases where students' admissions are declined.

8. Admissions Staff Training and Monitoring

Admissions staff responsible for processing applications must be competent in using the application processing app in the SMS, knowledgeable about government funding requirements and policies, able to address concerns, determine student suitability, and be aware of unique student identifier (USI) requirements. Staff will receive initial training, shadowing, and mentoring, as well as regular refresher training and supervision by experienced staff and managers.

9. Monitoring and Review

This policy will be reviewed and updated periodically to ensure its continued relevance and effectiveness. Any updates or changes will be communicated to staff and relevant stakeholders.
