

1.0 POLICY OVERVIEW

Republica Education Pty Ltd (Republica) is committed to upholding the principle that all applicants seeking to enroll are treated fairly and equitably. Republica has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of domestic students. Domestic applicants include Australian citizens, a New Zealand Special Category Visa holder who meets the HELP residency requirements and applicants who are holders of permanent humanitarian visas.

Students are selected on merit based criteria that is published in our course brochures and on our school's websites for the information of students and those seeking to enroll with the institution. Republica will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously and that we will conduct the process with honesty and integrity.

2.0 GENERAL ADMISSION REQUIREMENTS

Persons seeking to enrol in an accredited course delivered by a Republica school are required to submit acceptable evidence that they meet the published criteria for their chosen course.

To satisfy the general entrance requirements for admission to a Republica accredited course, applicants must meet at least one of the following entry requirements:

- Completion of an Australian Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of year 12; or
- Demonstrate competency at or above **Exit Level 3** in the Australian Core Skills Framework (ACSF) in both reading and numeracy through completion of the approved testing tool* – **Core Skills Profile for Adults (CSPA)**;

Applicants will participate in an interview with the selected school representative to determine the suitability of the course and the school must reasonably believe that the applicant displays sufficient competence to undertake the course.

Results of the CSPA testing will be reported to the student as soon as practicable after the assessment. It is a requirement that Republica retain results of CSPA tests for at least 5 years from the time the test was taken. This information will be reported to the Secretary in the form, manner and by the time requested by the Secretary as per the Higher Education Support Act 2003.

3.0 ADDITIONAL REQUIREMENTS

Applications for admission to a course shall be made on the prescribed form and lodged online.

Based on the information provided and subject to the applicant meeting the published course entry requirements, a written offer of a place in the course will be made to the applicant via email unless the applicant does not have access to an email address, in which case the letter will be mailed.

Acceptance of an offer shall be taken to constitute acceptance by the applicant of all published regulations of Republica and the applicable school. The applicant will be required to accept or decline the offer by COB on the

intended course commencement date. This acceptance can be made by return email quoting their name and acceptance. Where no response is received by COB on the course commencement date the applicant will be automatically declined from the course offer.

Once the letter of offer has been accepted, it is a requirement, where possible, that all correspondence between the student and the RTO contains the Student Identification number (issued by the RTO upon application to enrol) within the content of the communication (e.g. the content of any emails or written letters). The purpose of this is to identify and confirm that the individual being communicated with is in fact the applicant / student. This ID number must be kept private and confidential by both the student and the RTO, and all reasonable precautions must be taken to ensure that there is no unauthorised access to, or use of, the Student Identification number by both parties.

4.0 APPLICANT CREDENTIAL VALIDATION

Certified* copies of:

- Australian Senior Secondary Certificate of Education results;
- Certificates of completion for all tertiary study and/or academic transcripts for each year of tertiary study;
- Any other official certificates, such as short courses and diplomas;

must be supplied on application.

*Persons eligible to certify documents are: authorized officer from the institution that originally issued the document, an Australian Education Office, Public Notary or Justice of the Peace. The authorized officer must sign and print their name clearly, include the date and an official stamp of seal of the authorised officer's organisation. Authorised delegates of Republica may also sign the document once they have sighted the original.

Where there are doubts about a student's claimed academic credential, Republica will contact the issuing institution for verification.

A student's enrolment may be cancelled if statements made or documents provided by the student in their admission application are shown as false.

5.0 GENERAL APPLICATION PROCEDURE

The application and enrolment process involves the following steps:

Enquiry – the prospective student makes an enquiry directly to the Republica school or through one of our nominated education agents.

Enquiry Follow-up – the Republica school or nominated education agent will supply the prospective student access to the following information:

- Detailed and up-to-date information on the course of interest, including course content, duration of study, commencement dates and qualifications awarded upon successful completion;
- The requirements for acceptance into a course including the expected level of English language proficiency and academic requirements;
- Fees and charges and refund policies;
- Campus locations and general description of facilities;

- Terms and conditions of enrolment;
- Details on any collaborations, where applicable, with other training providers to provide whole or part of the course.

As part of the process a staff member will also meet, face-to-face or over the phone, with applicants to discuss their needs and training requirements to assess the suitability of the course they are enquiring to undertake.

Application – The applicant will complete the online Application to Enrol form and provide certified copies (where required) of the appropriate documentation as outlined in the entry requirements on the school’s website.

Confirmation of Enrolment – Upon receipt of a completed application form, all the required relevant documentation, the completed CSPA assessment and completed Pre-Training Review (PTR) form, an administration officer will ensure that all necessary entry requirements are met and will authorise the issuing of a Letter of Offer to the prospective student. They will also be sent information on VET FEE-HELP loan scheme and/or full Fee for Service options for payment of tuition fees. Where a student does not meet the necessary entry requirements they will be notified in writing they were unsuccessful in gaining a place in their chosen course and their application will be closed of as DECLINED. When the successful applicant returns their acceptance of their Letter of Offer their enrolment is confirmed and they are sent a Welcome Letter and a further copy of the Student Handbook

VET FEE-HELP – All eligible students will be sent a link to the electronic request for Commonwealth Assistance Form (eCAF) no sooner than two business days after the eligible student enrolls into a unit of study and/or course that is eligible for VET FEE-HELP. Republica Student Administration must receive the completed form prior to the published census date for the student to be able to receive VET FEE-HELP assistance.

VET FEE-HELP Invoice Notice – Republica will provide to the student, regardless of whether they are accessing VET FEE-HELP or are full fee paying, an invoice notice at least 14 days prior to the census date of the unit of study.

6.0 APPEALS

An applicant may appeal against a decision made under this policy. Appeals must be made, in writing, to

Student Administration & Compliance Manager
 Republica Education Pty Ltd
 Tenancy 1, Level 2, 6 Palmer Parade
 Cremorne VIC 3121

The appeal decision will be based on the written material provided. To appeal a selection decision, an applicant will be required to provide evidence of the following:

- Lodgment of an application for admission on time, in the correct manner, accompanied by all relevant documents; and
- Satisfaction at the time of the application of all of the published entrance requirements to the course.

The circumstances under which an appeal may be considered are:

- The Student Entry Policy & Procedure and the course selection criteria were not made available to the applicant via the published methods of brochure or on the school website.

Modification History

Version	Comments
v1	Initial version
v2	Content added and refined