

# Selection and Admissions

## Policy

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Related policies and documents:	Enrolment Policy Fees, Charges and Refunds Policy VET Pre-Training Review Policy International Student Admission Procedure Domestic Student Selection and Admissions Procedure Higher Degrees by Research Policy

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## Purpose

To ensure a clear and consistent approach to the selection and admission of all students applying to study at William Angliss Institute (WAI).

## Coverage

This policy applies to prospective students (applicants) and staff who are associated with selection and admission decisions. Note: There are separate procedures for domestic and international student selection and admissions.

## Policy

- Student selection and admission shall be transparent, fair, clear and explicit, and based on consistent, equitable merit-based criteria and entrance requirements.
- WAI will publish selection criteria for each course of study and clear instruction on the application process including pathways, timing of applications where applicable, and requests for review and appeals of decisions.
- Selection decisions to study at WAI will:
  - Assess the applicant as appropriate to the intended course of study guided by the Australian Qualifications Framework (AQF) and the applicant's capability to undertake successful progress to completion.
  - Student selection and admission will treat applicants from different social, racial, cultural and educational backgrounds equally in the application of selection criteria.
  - For domestic students, enable participation of underrepresented equity groups.
- It is the applicant's responsibility to provide information requested by WAI to enable a selection assessment, and to meet all statutory, regulatory and contractual obligations in the delivery of education and training.
- All applications should be signed by the applicant. Electronic signatures using approved digital software are accepted in line with the Electronic Transactions Act 1999 (Cth).
- Once the selection decision is made, offers for admission will be made by an officer of WAI expressly authorised to do so by the CEO, or third party acting on behalf of the CEO, e.g. or domestic students, a Tertiary Admission Centre.
- Offers for admission to a course of study at WAI must be in writing and shall contain:
- All relevant information particular to that course of study to enable the applicant to make an informed decision.

- Instructions to accept the offer in accordance with current legislation and WAI regulations.
- Applicants may request a review and appeal any decision in relation to selections and admissions.

## Definitions

- **Admission:** - the process of admitting a successful applicant to a course of study after the applicant has accepted an offer for the course of study.
- **Admissions and Information Centre team:** - refers to the Manager Admissions and Customer Experience, Admissions and Frontline Services Supervisor and their direct reports, who are based at the Victorian campus of WAI.
- **Applicant:** - a person who has submitted an application to gain entry into a course/unit of study. An applicant becomes a student upon enrolment.
- **Australian Tertiary Admission Rank (ATAR):** - a ranking from 30 (lowest) to 99.95 (highest) agreed by the Council of Australian Governments (COAG) as a nationally equivalent measure of a person's relative academic ranking within their peer cohort in the year they graduated from secondary school. The ATAR is derived from the scaled scores achieved for senior secondary school subjects. The specific calculation used is different in each state and territory but the result is designed to be nationally equivalent.
- **ATAR related adjustment factors:** - considerations such as equity or subject 'bonus points' or lowered ATAR thresholds that may be taken into account to adjust the effective selection rank of an applicant.
- **Department Officer (Selection):** - a person who by nature of their role, or as delegated by the CEO, is authorised to make selection decisions on behalf of WAI for course offerings under their immediate control, or ownership. This includes Program Leaders, Program Coordinators, State Training and Administration Coordinators, as well as the relevant teaching Centre Manager.
- **Direct Applications:** - **applications** for a course of study received directly from applicants, or via an authorised agent, as opposed to those received through a Tertiary Admission Centre, EPSILON, or other externally managed process.
- **Electronic Signatures:** - electronic signature laws were established in Australia in 1999 by [the Electronic Transactions Act](#). According to the law, almost all documents can be signed using eSignatures. A minimum set of requirements and very clear enforceability for eSignature exists in Australia.  
<https://www.legislation.gov.au/Details/C2005C00484>
- **EPSILON:** - the database administered by the Victorian Registration & Qualifications Authority (VRQA), or any replacement system, that is used to register apprenticeships and traineeships in Victoria, and which interfaces with WAI's Student Management System (SMS) for the admission of apprentices and trainees to WAI.
- **Equity Groups:** - may be specified by legislation or established tradition and will include anyone who may be underrepresented, or has experienced disadvantage. Specific consideration is given to First Nations People.
- **Guaranteed Entry ATAR:** - is the ATAR at, or above which, all applicants who apply for that course of study are guaranteed to be offered a place.
- **Lowest ATAR to which an offer was made:** - the lowest raw or unadjusted ATAR of an applicant to which an offer for a course of study was made.
- **Selection:** - the process of assessing applications to determine if applicants meet the requirements for admission, and whether the applicant is offered a place in the course of study.
- **Selection Officers:** - WAI staff member(s) with delegated authority to select applicants to be offered a place in a course of study.
- **TAC:** - a Tertiary Admissions Centre processes applications and offers for tertiary courses, on behalf of its member institutes (universities, TAFEs and other tertiary providers), e.g. the Victorian Tertiary Admissions Centre (VTAC).

## **Legislative and/or Institute Management Context**

This policy enables WAI to comply with regulatory and management instruments including but not limited to:

- Admissions Transparency Implementation Plan
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
- Education Services for Overseas Students Act 2000 (Clth)
- Higher Education Support Act (HESA) 2003 (Clth) and associated Administration Guidelines
- Higher Education Standards Framework (Threshold Standards) 2021 (Clth)
- Higher Education Administrative Information for Providers 2022
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Standards for VET Accredited Courses 2021
- VET Administrative Information for Providers
- Provider Registration and International Student Management System (PRISMS) User Guide for CRICOS Administrators
- VET Funding Contracts and associated guidelines
- VET Quality Framework
- Victorian Tertiary Admissions Centre (VTAC) Agreement and associated documents

## **Non-compliance with Policy**

Established breaches of the Policy and any associated procedures will be met with disciplinary action and may result in dismissal.

## HIGHER EDUCATION DOMESTIC ADMISSION ASSESSMENT SCHEDULE

All applications for undergraduate and post graduate courses at William Angliss Institute (WAI) will be assessed against specified criteria that are provided in advance to prospective students.

### UNDERGRADUATE SELECTION

Irrespective of admission pathway, an applicant must achieve 60 eligibility points and meet any additional course specific compulsory criteria to be eligible for admission.

For each course of study for the forthcoming twelve month period, commencing with the first Tertiary Admission Centre (TAC) processed intake of the year, the WAI Executive Group will set:

- The Guaranteed Entry (GE) ATAR.
- Any compulsory course entry requirements.
- Any supplementary documentation applicants are required to provide.

Applicants are advised to provide as much evidence as possible to support their application. This may include transcripts of units or subjects of study, academic awards and certificates, academic letters of reference, detailed résumé, position descriptions, employment references, personal letters of reference, medical certificates, health care card, community recognition and awards and personal statements.

William Angliss Institute may choose to waiver any or all entry assessment criteria to allow entry under government direction or other defined circumstances.

Eligibility Criteria	Maximum Eligibility Points
Higher Education study	
Bachelor study Successful completion of 50% of subjects attempted during a formal study period	60
Post graduate study Successful completion of 50% of subjects attempted during a formal study period	60
Vocational Education and Training study	
VET AQF 4 and above	60
VET AQF 3 and below	30
Recent Secondary Education (within the last 2 years)	
GE ATAR	60
GE ATAR less 1%-10%	55
GE ATAR less 10%-20% (exclusive)	40
GE ATAR less 20%	20
<i>Applications with Year 12 qualifications outside Victoria are assessed in the same as way as Victorian Year 12 applicants by using an equivalent ATAR rank provided by VTAC. IB (International Baccalaureate) qualifications are assigned an approved notational ATAR by VTAC.) The only exception to this is for applicants from Queensland where the Overall Position (OP) ranking system is used. The OP rank is used in place of ATAR. Comparison tables for Queensland OP ranks can be found on the Queensland Tertiary Admissions Centre (QTAC) website</i>	

Eligibility Criteria	Maximum Eligibility Points
Equity and other considerations	
1. Equity groups	
a) Traditional equity groups <sup>1</sup>	5
b) Aboriginal and Torres Strait Islander (First Nations Peoples)	10
2. Special Consideration - SEAS <sup>2</sup> (Special Entry Access Scheme)	
a) Category 1 except First in family to attend University	5
b) Category 1 Location	
Low SES (Socio-economic status) - defined as postal areas in the bottom 25% of the population aged 15-64 as classified in SEIFA 2011.	10
Under represented schools	5
Regional students - Australian Standard Geographical Classification (ASGC) Remoteness Areas classification <i>https://vtac.edu.au/access/seas</i>	10
c) Category 2 Disadvantaged financial background	10
d) Category 3 Disability or medical condition	10
e) Category 4 Difficult circumstances	10
3. Interview (may be course specific or offered by Faculty Dean)	
Points are awarded based on how interview responses demonstrate capacity for successful completion of the course of study.	20
Work and life experience	
1. Mature Age – Post Secondary school 2+ years	30
2. Work Experience – with a GE ATAR can be scored to a maximum of 30 points	
Industry – work experience is clearly aligned to WAI's specialist fields of Foods, Tourism, Hospitality and Events	
1000 hours industry relevant (equivalent twelve months part time work)	30
2000 hours industry relevant (equivalent twelve months full time work)	40

<sup>1</sup> SRS003/16-11-2023 Selection and Admissions Policy

<sup>2</sup> SEAS enables special consideration to be granted for course entry. See [www.vtac.edu.au](https://www.vtac.edu.au) for more information on SEAS categories

Supervision – industry relevant (equivalent twelve months full time work)	50
Manager– industry relevant (equivalent twelve months full time work)	60
Other work experience: Role clearly identifies a customer service focus or requirement eg Retail, Customer service agents, IT help desks	30

## POSTGRADUATE SELECTION

Irrespective of admission pathway, an applicant must achieve 60 eligibility points and meet any additional course specific compulsory criteria to be eligible for admission to a 2-year Master by coursework.

Where an application eligibility points fall between 50-60 points, the applicant may receive an offer for entry to a nested Graduate Certificate or Graduate Diploma. Masters entry will be conditional upon successful completion of the Graduate Certificate or Graduate Diploma.

For each course of study for the forthcoming twelve-month period, the WAI Executive Group will set:

- Any compulsory course entry requirements.
- Any supplementary documentation applicants are required to provide.

Applicants are advised to provide as much evidence as possible to support their application. This may include transcripts of units or subjects of study, academic awards and certificates, academic letters of reference, detailed résumé, position descriptions, employment references, personal letters of reference, medical certificates, health care card, community recognition and awards and personal statements.

<b>Eligibility Criteria</b>	<b>Maximum Eligibility Points</b>
In assessing candidates, WAI will make an offer where the applicant has the background and abilities to have a reasonable expectation of success in the course to which they are made an offer or a substitute course if appropriate	
<b>Higher Education study</b> International Qualifications - Qualifications attained outside of Australia are assessed for alignment to the Australian Qualification Framework	
AQF 5 and 6 Vocational Qualifications in a WAI discipline / specialisation Assessed on a case by case basis and typically coupled with other indicators of success	N/A
AQF 7 / 8 Bachelor study or equivalent	
Where the Bachelor Qualification is in a WAI discipline / specialisation <i>Hospitality Resort Hotel Tourism Events Foods Culinary</i>	60
Where the Qualification Field of Study is clearly relative to WAI discipline / specialisation <i>Relative Field e.g. Business, Finance, HRM, Marketing</i>	50
Where the Qualification Field of Study is clearly from an alternate discipline / specialisation <i>Alternate Field e.g. Engineering, Education, Psychology, Sociology, Public Policy</i>	40
Context of prior Bachelor qualifications – where the context of relative field of study or alternate field of study is in the context of the WAI qualification being applied for. <i>Context of the prior study e.g. Leadership Entrepreneurship Food Systems</i>	40
(AQF 8) Honours Year Successful completion of 'Honours' year as part of a Bachelor Qualification	60
AQF 8-10 Post graduate study	
Successful completion of AQF 8 or above	60

Eligibility Criteria	Maximum Eligibility Points
<p><b>Work and life experience</b></p> <p>Prior supervisory/management experience is highly valued and demonstrated by CV, position descriptions, personal statements and references. The cumulative time at a supervisory or management level as well as the complexity are indicators of capacity for success.</p> <p><i>Time is assessed in years of experience e.g. 1-2; 2-5, 5+ &amp; relevance to WAI discipline/specialisations</i>  <i>Complexity is assessed by extent of supervision and management reach, EFTSL, budget, single or multiple venue</i></p>	
1. Prior supervisory experience.	
Achieved within a WAI discipline / specialisation	40
Achieved within a relative discipline / specialisation	30
2. Prior management experience	
Achieved within a WAI discipline / specialisation	50
Achieved within a relative discipline / specialisation	30
<p>3. Reference / Personal Statement / Interview</p> <p>Points are awarded based on how interview responses demonstrate capacity for successful completion of the course of study.</p>	20
<p>4. Hurdle Requirement – Course Specific</p> <p>Course specific hurdle requirements as advised at application:</p> <p>e.g. WAM (Weighted Average mark) GPA (Grade Point Average) / Reference / Personal Statement / Interview / Certifications / Licenses / Certificates.</p>	
<p><b>Equity considerations</b> (to a maximum of 10 points) (Domestic applicants only)</p> <p>WAI believes in equal access to educational opportunities by people of all background experiences, and abilities, and who are likely to benefit from Post Graduate study.</p>	
1. Equity groups	
a) Traditional equity groups <sup>3</sup>	5
b) Aboriginal and Torres Strait Islander (First Nations people)	10
2. Special Consideration	
a) First in family to attend University	5
<p>b) Location</p> <p><i>Low SES - defined as postal areas in the bottom 25% of the population aged 15-64 as</i></p>	5

<sup>3</sup> Selection and Admissions Policy



<i>classified in SEIFA 2011.</i>	
c) Disadvantaged financial background	5
d) Disability or medical condition	5
e) Difficult circumstances	5
<b>POSTGRADUATE – RESEARCH</b>	
Refer to the Higher Degrees by Research Policy	