

Procedure for Application and Selection of Students PROC.023

Purpose

To ensure that student application and selection processes in CALAM Training are fair, equitable and transparent, and that all students and persons seeking to enrol can be advised appropriately and accurately.

Scope

The procedure sets out the rationale and application process for persons seeking to enrol at CALAM Training.

Definitions

Selection criteria	Criteria which persons seeking to enrol are required to meet, to be selected for a course or unit. The criteria are developed by the Director of CALAM Training or his/her nominee in consultation with appropriate trainers, to ensure that students selected have the potential to achieve the required learning outcomes. These criteria must include the course pre-requisites as defined in the appropriate Training Packages or Accredited Courses.
Course Pre-requisites	Prerequisites vary depending on the course applied for and may include some or all of the following: <ol style="list-style-type: none">Satisfactory completion of a qualification at a pre-requisite level eg a VET qualification at a lower Australian Qualifications Framework level (AQF), or equivalent, where attainment of this qualification is stipulated as an essential underpinning requirement;Employment in a related field;Provision of a Portfolio of work demonstrating underpinning skills and knowledge;Demonstration at interview of capacity to meet key selection criteria.

Academic matters include those matters which relate to student progress, assessment, curriculum and awards in a CALAM Training course of study.

Non-academic matters includes those matters which do not relate to student progress, assessment, curriculum and awards in an CALAM Training course of study and includes complaints in relation to personal information that CALAM Training holds in relation to the student.

Matters related to Selection Criteria

CALAM Training is committed to VET quality and accountability requirements that include the purposes of clause 18 of Schedule 1A of the Higher Education Support Act 2003 (HESA). Specifically, it is committed to fair treatment of, and equal benefits and opportunities for, students and persons seeking to enrol in courses and units at CALAM Training.

Information about fair and equitable treatment of students and persons seeking to enrol in the application and selection process will be made available on the CALAM Training Website www.calam.edu.au and in Participant Handbooks. CALAM Training complies with Section 5.10.1 of the VET Provider Guidelines by ensuring that it provides an open, fair and transparent application procedure for persons seeking to enrol who are, or would be, entitled to VET FEE-HELP assistance.

Enrolment applications are assessed on the basis of merit or potential to arrive at competence. CALAM Training does not discriminate on the basis of gender, race, disability or any other factor. Student application and selection procedures are published and made publicly available. Where places in a given course intake might be limited, the Director of CALAM Training or his/her nominee will determine and publish the relevant course selection criteria and prerequisites to ensure they are accessible to all students and persons seeking to enrol. Where it is published that a course is offered via a mode of delivery that allows for multiple entry points in a given calendar year then, subject to the person demonstrating that s/he can meet these prerequisites, a place will be offered in the next available intake.

CALAM Training has fair, equitable and confidential procedures and processes in place to allow person seeking to enrol and students to openly question, discuss and seek a full review regarding outcomes they may not agree with.

CALAM Training employs open, fair and transparent procedures that are based on merit for making decisions about:

- a) The selection, from among the persons who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003 (HESA) and who seek to enrol with the provider in a VET unit of study that meets the requirements under subclause 45(1) of Schedule 1A of the Higher Education Support Act 2003 (HESA) of persons to enrol; and
- b) The treatment of students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003 (HESA) undertaking a VET course of study

CALAM Training reserves the right to make decisions in relation to the offer of a place within a course via a VET restricted access arrangement to customers who have experienced educational disadvantages.

Procedure for Application

1. Students are asked to complete the appropriate Enrolment Application Form by the published Administration Date, where applicable.
2. Prior to commencement of courses or programs during the year, Administration will provide a list of prospective students to the relevant Trainer. Where there are more applicants than the number of places, the Director of CALAM Training (or his/her nominee), in conjunction with the Trainer, shall undertake a fair and equitable student selection process, following the published and publicly available Fair Treatment Policy (POL.010) and this Student Application and Selection Procedure (PROC.023). Individual and special learning needs will be identified, and the names of students requiring Special Needs Support will be forwarded to Support staff. Administration will advise the applicants of the outcome of the selection process, and invite relevant applicants to enrol.
3. Trainers are required to:
 - a. Check that all students participating in their programs are enrolled; and
 - b. Implement the procedure for correct enrolment if this has not been correctly followed by the student

4. Where students or persons seeking to enrol are dissatisfied with the process or outcomes of the application and selection process they are entitled to lodge a grievance with CALAM Training according to the Complaints and Appeals Procedure (PROC.015).

Selection Process for Particular Courses

All applications will be individually assessed to ensure that they meet specified course pre-requisites as follows:

Diploma of Christian Ministry and Theology (30773QLD)

Entry to this qualification is subject to the applicant having successfully achieved competency in 6 core units of competency from the Certificate IV in Christian Ministry and Theology or equivalent. Satisfactory completion of Year 12 is recommended, but candidates without the formal educational prerequisite will be considered.

Advanced Diploma of Christian Ministry and Theology (30774QLD)

Entry to this qualification is subject to the applicant having successfully achieved competency in 6 core units of competency from the Diploma of Christian Ministry and Theology or equivalent. Satisfactory completion of Year 12 is recommended, but candidates without the formal educational prerequisite will be considered.

Vocational Graduate Certificate of Christian Ministry and Theology (30775QLD)

Entry to this qualification is subject to the applicant having successfully achieved competency in 6 core units of competency from the Advanced Diploma of Christian Ministry and Theology or equivalent

OR

Holds a recognised Australian undergraduate degree or higher, or equivalent overseas qualification.

Vocational Graduate Diploma of Christian Ministry and Theology (30776QLD)

Entry to this qualification is subject to the applicant having successfully achieved competency in 3 core units of competency from the Vocational Graduate Certificate in Christian Ministry and Theology or equivalent

OR

Holds a recognised Australian undergraduate degree or higher, or equivalent overseas qualification.

Diploma of Youth Work (CHC51408)

Entry to this qualification is subject to the applicant:

Having been recognised as competent, through a recognised training program or recognition process, against the following compulsory units of competency from CHC41808 Certificate IV in Youth Work:

CHCCOM403A Use targeted communication skills to build relationships

CHCCS400A Work within a relevant legal and ethical framework

CHCCS422A Respond holistically to client issues and refer appropriately
CHCYTH401A Engage respectfully with young people
CHCYTH402A Work effectively with young people in the youth work context
HLTHIR403B Work effectively with culturally diverse clients and co-workers
HLTOHS300A Contribute to OHS processes

OR

Having sufficient relevant youth sector experience and knowledge to indicate likely success at this level of qualification in a job role involving:

The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills

A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required

The exercise of discretionary judgement and decision making under general guidance

Environmental Considerations

CALAM Training is committed to improving the efficiency of resources use, avoiding and preventing the creation of waste, minimizing unavoidable waste, promoting recycling, reducing energy consumption, reducing harmful emissions and preventing pollution.

OHS Considerations

CALAM Training is committed to the provision of a safe and healthy work environment for staff, students, clients, visitors and contractors.

Community & Family Considerations

Adherence to this procedure will ensure that communities and families associated with CALAM Training will be provided with fair treatment and equal benefits and opportunities in accessing courses.

Publication

This procedure will be made available to students and persons seeking to enrol with CALAM Training by publication on the website www.calam.edu.au and by inclusion in the Participant Handbook.

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