Student Entry Procedures

POLICY

1. Purpose
Emmaus Bible College is committed to ensuring that prospective students are academically suited to enter and successfully complete their chosen course.

This procedure establishes pre-requisite and prior education qualifications, including language, literacy and numeracy requirements relating to certificate level and above courses.

In particular the procedure establishes the entry requirements for Diploma VET qualification including where the student requests a VET FEE-HELP loan.

2. Definitions
Entry requirements are the knowledge, skills or experience required to enter a qualification. These requirements may be expressed in terms of competency from a lower level qualification, or vocational expertise, including job roles, or both, and must be demonstrated prior to entering a qualification.

The Australian Core Skills Framework (ACSF) outlines five core skills that are essential for individuals to participate effectively in our society. These skills are:

- Learning
- Reading
- Writing
- Oral Communication
- Numeracy

Exit level – an individual’s level in the ACSF is described as ‘exit level’; that is, a person is able to demonstrate what is required at that level.

A reasonable belief is a belief based on reasonable grounds. A belief is based on reasonable grounds when: all known considerations relevant to the formation of a belief are taken into account including matters of opinion and those known considerations are objectively assessed.

3. Procedure
All Emmaus students must undertake a language, literacy and numeracy (LLN) test as part of the assessment of their academic suitability for the course they are undertaking. There are other requirements for student entry dependent on the type of course being undertaken (Certificate, Diploma etc)

3.1. Academic Suitability
Emmaus considers students being academically suited to enter a course when:

a) Emmaus reasonably believes that the student is academically suited, and
b) The student satisfies entry requirements for the course set out in this procedure, in the nationally recognised training product, and in the training and assessment strategy for the course, and

c) For students who are undertaking a Diploma course and defer the payment of their fees through VET FEE-HELP, the student must satisfy the following pre-requisite requirements:
   i. Emmaus obtains a copy of a Senior Secondary Certificate of Education for the student’s completion of year 12, or
   ii. The student is assessed as displaying competence at or above exit level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy and Emmaus believes that the student displays that competence.
3.2. Entry requirements

Students must provide Emmaus with evidence of meeting course entry requirements specified in the relevant nationally recognised training product and those that have been specified by Emmaus as part of the development of the training and assessment strategy for the course. The evidence may consist of competency from a lower level qualification (e.g. a copy of a Certificate IV in the relevant field) or demonstration of relevant vocational/work experience (e.g. copy of CV or job description).

3.3. VET FEE-HELP Pre-requisite requirements (Diploma)

Students must supply Emmaus with a copy of their Senior Secondary Certificate of Education or demonstrate competence at or above Exit Level 3 in the ACSF to meet the pre-requisite requirements.

a) Senior Secondary Certificate of Education
   • If a prospective student has been awarded a Senior Secondary Certificate of Education by an agency or authority of a State or Territory for the student’s completion of year 12, the student must provide Emmaus with a copy of the certificate prior to enrolment. Copy of the certificate must be verified as a true copy by an authorised person.
   • Students that provided Emmaus with a copy of their certificate will meet the prerequisite requirements to enter the Diploma.

b) Competence at Exit Level 3 in ACSF
   • Students who have not been awarded a Senior Secondary Certificate of Education or are unable to provide Emmaus with a copy of the certificate must demonstrate competence at or above exit level 3 through the Core Skills Profile for Adults (CSPA) testing.

   i. Assessment process
      • Students will be provided with access to the CSPA test.
      • Students need to complete the CSPA test individually.
      • Students will be allowed one attempt in a single sitting in which to complete the CSPA test.
      • Students may re-sit the CSPA assessment three months after the initial assessment. The time between assessments should be used to improve students’ LLN skills.

   ii. Reporting assessment results
      • The CSPA test is marked automatically and students will receive their results as soon as is practical following the assessment submission.
      • Students who demonstrated competence at the Exit Level 3 in ACSF will meet the pre-requisite requirements to enter the course of their choice.
      • Offered LLN courses to improve a student’s LLN skills.
      • Emmaus may be required to submit results of the assessment to the Department of Education upon the Department’s request.

   iii. Displaying the competence
      Taking under consideration the results of the CSPA test, Emmaus reasonably believes that by passing the test, students display the competence at Exit Level 3 in the ACSF.

4. Records

The following records shall be collected/generated and retained for a period of 5 years:

• Copies of Senior Secondary Certificate of Education
• Results of the CSPA assessment
• Evidence of meeting entry requirements prescribed by the nationally recognised Training Product
• Copies of previous qualifications
• Evidence of work experience, such as resume, job description, testimonials from an employer.
A suitably verified certificate is a copy that has been JP certified or a copy of a cited original signed and dated by a relevant College staff member.

5. Publication Requirements
Emmaus is required to publish this student entry procedure on its website/s.