

Admission and Enrolment Policy



SECTION 1

1. Purpose

1.1 This policy identifies the Institute of Health and Nursing Australia (IHNA)'s framework and requirements for determining admission to courses offered by IHNA to both domestic and international students. It describes the student admission and enrolment processes to ensure that students are provided with appropriate levels of course information and advice to guide their choice of course.

2. Scope

2.1 This policy applies to all applications for admission and enrolment into courses offered by IHNA.

2.2 This policy is also relevant to the staff who handle and process student admissions and enrolments, decision-making committees, and all stakeholders of IHNA.

2.3 This policy provides a framework and requirements for IHNA to demonstrate it is compliant with State and National regulatory requirements as well as accreditation standards that relate to student selection, eligibility, and admission to nationally recognised courses, skill sets and accredited courses.

3. Definitions

3.1 Refer to IHNA's Glossary of Terms

SECTION 2

4. Policy

Principles and Standards

4.1 There are clear responsibilities and accountabilities in admission and enrolment decisions into IHNA courses.

4.2 The standards set out in this policy and accompanying procedure are consistently applied at IHNA.

4.3 Entry requirements for IHNA courses are clear, transparent, and equitable, and are made available to applicants through course handbooks, course brochures, the IHNA website, and social media prior to enrolment.

4.4 IHNA ensures that correct and valid supporting evidence documentation is obtained from applicants prior to admission and is appropriately managed.

4.5 IHNA aims to adhere to all relevant regulatory and legislative requirements relevant to the admission and enrolment of all applicants.

4.6 IHNA aims to adhere to all relevant regulatory and legislative requirements relevant to the storage, security, and privacy of student records. Refer to IHNA's Records Management Policy and Procedure.

4.7 IHNA adopts various strategies to support the enrolment of students from culturally, socially and linguistically diverse backgrounds, and offers a range of supports for these students.

4.8 IHNA senior management has the discretion to assess and accept applications on a case-by-case basis.

Where this occurs, the assessment and decision will be documented and stored with the students' records.

4.9 Minimum English level of IELTS 6.0* or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test (against the ACSF).

5. Supporting students to make an informed decision

5.1 HNA shall ensure that where a course has specific entry requirements these are clearly stated in course information published on the website and in related marketing materials.

5.2 Specific entry requirements, as set by IHNA, may include:

- a. Pre-requisite skills, experience, qualifications, or units of competency
- b. Completion of qualifying processes including interviews, presentation of portfolios and/or supplementary application forms
- c. Minimum age requirements
- d. Attendance at compulsory information sessions
- e. Evidence of language, literacy and numeracy or aptitude
- f. Completion of specified secondary schooling
- g. English language skills requirement as per the NMBA English Language Skills Registration Standard for HLT54121 Diploma of Nursing
- h. Meeting specific requirements for right of entry to health services for workplace experience requirements and fit for work practices, including current Police and Working with Children checks and immunisations
- i. Meeting basic computer skills.

5.3 **AHPRA:** IHNA has an obligation, under the National Law, to notify the Australian Health Practitioner Regulation Agency (AHPRA) if a student undertaking the Diploma of Nursing course has an impairment that may place the public at substantial risk of harm. For details refer to <https://www.ahpra.gov.au/About-Ahpra/What-We-Do/National-Law.aspx>

5.4 **NMBA:** Students are required to meet the requirements of the NMBA Registration Standards at the time of registration. Students need to confirm their acceptance and willingness to meet the standards for registration published at NMBA website at <https://www.nursingmidwiferyboard.gov.au/registration-standards.aspx>

5.5 **VET Student Loans:** Students are required to meet the academic suitability requirements included in the VET Student Loans Rules 2016 (Division 2—Eligible students), the VET Student Loans Manual for Providers and IHNA's VET student loan Process and related Procedures.

5.6 **Skills First:** Students are required to meet the Skills First Eligibility requirements included in Skills First Program

Standard VET Funding Contract Guidelines about eligibility and in conjunction with the Guidelines for Eligibility provided by the Department of Education, Victoria.

5.7 **DTWD** (Department of Training and Workforce Development): Students are required to meet the Jobs and Skills WA Priority Industry Training Program Contract.

5.8 **Smart and Skilled**: Students are required to meet the Smart and Skilled Eligibility requirements and in conjunction with the Guidelines of Eligibility provided by the NSW Department of Education.

6. Access of Information to Students Prior to Enrolment

6.1 IHNA shall ensure that potential students are provided with access to clear information prior to enrolment regarding the commitment they are entering into. This will include where applicable:

- a. Fees and charges and the total cost of enrolment;
- b. Responsibilities in respect to payment of fees and charges;
- c. Eligibility for funding and the impact on future eligibility;
- d. The currency of the training product;
- e. The location and duration of the course;
- f. Delivery modes and assessment methods;
- g. Professional Experience Placement arrangements;
- h. HNA student code of conduct;
- i. Policies and procedures related to student life including course progress monitoring; support and completion.

6.2 **VET Student Loans**: IHNA shall ensure students are provided with access to clear information prior to enrolment as included in the VET Student Loans Rules 2016 (Division 5—Marketing) the VET Student Loans Manual for Providers and IHNA's Vet student loan Process and related Procedures.

6.3 **Skills First**: Students are required to meet the Student Information and Protection requirements included in the Skills First Program Standard VET Funding Contract (Victoria).

6.4 **Smart and Skilled**: Students are required to meet the Smart and Skilled Eligibility requirements for the funding purpose in New South Wales.

6.5 **DTWD** (Department of Training and Workforce Development): Students are required to meet the Jobs and Skills WA Priority Industry Training Program Contract.

6.6 IHNA shall maintain student support services to provide advice to students prior to and during the application and selection process to ensure that students can make an informed decision regarding:

- a. Appropriateness of courses for their desired employment or education outcomes;
- b. Services available to support individual learning needs;

- c. Alternate pathways for achieving desired outcomes;
- d. Availability of advanced standing through credit transfer and recognition of prior learning.

7. Risk-based approach

7.1 IHNA will proactively manage the risk of visa refusals by:

- a. Conducting an independent document verification step to verify the authenticity of submitted documents, and
- b. Conducting an independent review of the GTE/SOP and visa related documents by admission team prior to issuing an invoice and ultimately a COE (Confirmation of Enrolment).

7.2 This approach will be applied to all applications from Level 3 countries at a minimum and maybe applied to all countries regardless of their risk level at the discretion of IHNA.

8. Ensuring Access and Equity in the Admission Process

8.1 IHNA is dedicated to enhancing access and equity in education to support traditionally disadvantaged students, enabling their entry into employment and lifelong learning. Consequently, the IHNA selection and admission processes for courses will, where appropriate: Make reasonable adjustments into the selection processes to meet the needs of people with disabilities;

- a. Establish and maintain an Aboriginal and Torres Strait Islander Education and Support Committee to provide assistance and support to indigenous learners;
- b. Offer part-time enrolments and alternate delivery modes where practicable.
- c. Offer financial support to students through access to payment plans;
- d. Offer scholarship programs based on the principles of access and equity;
- e. Offer alternate processes for students who cannot access online applications.

9. Responsibility

9.1 The IHNA Board of Directors is accountable for ensuring that this policy meets the requirements of the Standards for Registered Training Organisations 2015 including, but not limited to, the VET Student Loan, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled Funding, NSW and the Enrolled Nurse Accreditation Standards 2017 and is consistent with IHNA's obligations in regard to the principles of access and equity.

9.2 The Chief Operations Officer (COO) is responsible for establishing the entry requirements, selection criteria and application assessment processes which are consistent with the requirements of relevant regulatory and accreditation standards.

9.3 Admission department is responsible for implementing the student selection process in accordance with this

policy and ensuring that all students enrolled have met the entry requirements specified by IHNA and in the Training Product prior to accepting their application. Marketing Managers and the Quality Assurance team will assist the Registrars in this process.

9.4 National Training Managers are responsible for ensuring pre-training reviews (PTR) are conducted to determine the competency levels of applicants to tailor their training plans. They are to confirm if recognition of prior learning and/or credit transfer is applicable for an applicant prior to confirming their enrolment.

9.5 Student Support and Administration Officers are responsible for providing support for all potential students in accordance with the principles of access and equity as outlined in the Access and Equity Policy.

SECTION 3

10. Associated Information

<p>Related Internal Documents</p>	<ul style="list-style-type: none"> • Admission and Enrolment Procedure • Recognition of Prior Learning Policy • Recognition of Prior Learning Procedure • Pre-Training Review (PTR) Policy • Pre-Training Review (PTR) Procedure • Access and Equity Policy • Access and Equity Procedure • Advertising and Marketing Policy • Advertising and Marketing Procedure • Advertising and Marketing Procedure • Domestic Student Handbook • International Student Handbook • Application Form • Pre-Training Review document • Complaints and Appeals Policy • Skills First Program Evidence of Student Eligibility and Student Declaration • Smart and Skilled Funding Application Questionnaire • Smart and Skilled Consent To Use and Disclosure of Personal Information • Offer Letter • Confirmation of Admission (COA) for domestic students • Confirmation of Enrolment (CoE) for international Student • Training Plan • All States relevant Privacy notice • Language, Literacy, Numeracy and digital test • Student Orientation
--	---

Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Australian Core Skills Framework • Victorian VET Student Statistical Collection Guidelines -2020 • Student Identifiers Act 2014 • Equal Opportunity Act 1995 • Human Rights and Equal Opportunity Commission Act 1986 • Disability Standards for Education 2005 • Enrolled Nurse Accreditation Standards 2017 • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)
Date Approved	08/08/2024
Date Endorsed	08/08/2024
Date of Effect	08/08/2024
Date of Review	31/12/2027
Approval Authority	Board of Directors
Document Custodian	Director, Quality Management
IHNA DocID	IHNA-AEP2-6.0
Department	Admissions
SRTO2015 Stds and sub section	Standards for RTOs 2015 - Clauses 3.5 - Clauses 5.1 to 5.3 - Clause 7.3

11. Change History

Version Control		Version 6.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V.4.0	04/03/2021	Separated Policy from Procedure, revised and updated with pertinent sections
V.5.0	28/02/2024	Updated in the new template and logo. Revised, edited with minor changes, added smart and skilled funding information

V.6.0	14/06/2024	Added information around English language Requirement Added information regarding Risk-based approach Moved certain sections to the Procedure
-------	------------	---