

PARTICIPANT SELECTION AND ADMISSIONS POLICY

1. PURPOSE/SCOPE:

The purpose of this policy is to ensure AIM WA will:

- Treat all participants and prospective participants fairly;
- Ensure that the enrolment process is transparent and decisions are consistent and fair; and
- Comply with the entrance criteria for government funded programs.

2. DEFINITIONS:

Australian Qualifications Framework (AQF): a nationally consistent set of qualifications for all post-secondary education and training in Australia.

Admission: The process by which a prospective participant applying for a place in a program offered by AIM WA is considered and selected, or rejected.

Language, Literacy and Numeracy (LLN): 'The ability to read and use written information as well as to write appropriately, in a range of contexts. Literacy also includes numeracy, such as recognition and use of numbers and basic mathematical signs and symbols within text.

Learning and Development Specialist (LDS): design, conduct and organise training programs to improve employee performance and ensure organisational productivity.

3. POLICY:

3.1 When setting minimum entry requirements AIM WA will ensure:

- Clear and consistent admission requirements that are appropriate to AQF
- Any qualification pre-requisites will be applied as specified in the relevant national Training Package or specified as part of a government funded course
- Flexible qualification pathways
- The AIM WA Program Entry Requirements will be applied, according to the related TAS.
- The recognition of prior learning or credit transfer for AIM WA qualification requirements.

3.2 In setting other additional entry requirements for programs, AIM WA will identify the minimum skills, knowledge, resources and work environments for participants to undertake the training and assessment components for that vocational education program. This will include determination of minimum LLN skills under AIM WA's LLN policy.

3.3 AIM WA will publish on its website any pre-requisites and selection criteria for all qualifications and programs.

3.4 AIM WA will ensure that a participant is only admitted onto a program when AIM WA believes that the participant can undertake the training and assessment components with a reasonable level of success.

3.5 Where AIM WA identifies that the participants' preferred qualification, program or study method is unsuitable then AIM WA will provide advice to the participant and recommend alternatives; including not enrolling onto that particular qualification, course or study method.

4. PROCEDURE

- 4.1 Potential participants should access AIM WA's website for information on the entry/pre-requisites requirements for the qualification that they are considering.
Any initial questions should be directed to AIM WA's Client Services department in the first instance who can provide them with an enrolment kit and request a Learning and Development Specialist/Assessment Services team member contact them.
- 4.2 Participants should personally read and complete all requirements of the AIM WA Enrolment Kit provided on AIM WA's website in conjunction with its Frequently Asked Questions.
- 4.3 Completed applications should be emailed to AIM WA's Assessment Services Department for processing.
- 4.4 Where it is determined by AIM WA that a qualification, program or study method is unsuitable for the participant, AIM WA will contact the participant to recommend an alternative. If this decision involves the participant withdrawing from the qualification or program, then any appropriate refund will be in accordance with the Refund Policy as applicable.