

## Entry Procedure

### Organisation Definition

Design College Australia Pty Ltd (DCA) trades as Design College Australia Pty Ltd.

### Overview

The purpose of this procedure is to inform prospective students of the entry requirements to enrol into a VET course with Design College Australia (DCA).

Design College Australia will not accept students under the age of 16 to enrol in diploma level qualifications.

These entry requirements include:

1. Assessment of Suitability
2. Training Package Pre-requisites
3. Eligibility Requirements
4. Financial Obligations

### 1. Assessment of Suitability

#### Stage A:

Career Consultants will ask potential students a series of discovery questions to:

- determine if the chosen course meets the prospective student's needs;
- gather information about their career goals to ensure the course will provide a potential pathway to meet these goals;
- collect information about highest school level completed, any prior learning, existing skills, knowledge and any previous qualifications to determine their eligibility and academic suitability for their chosen course, as well as to determine if credit transfer or recognition of prior learning may apply; and
- ensure the student has been provided with all information about the course so as to assist them in making an informed decision about undertaking their chosen course.

#### Stage B:

Prospective students seeking to enrol in any qualification with DCA, regardless of prior study, must:

- complete a Pre-Training Review which includes a Language Literacy & Numeracy (LL&N) test; and
- provide a portfolio as listed under each qualification entry requirements to assess the students creative skills
- those enrolling into a diploma level qualification, or above, must also:
  - provide a copy of a Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the completion of Year 12, OR;
  - provide a copy of a qualification under the Australian Qualification Framework at certificate level 4 or above, OR;

- complete an online assessment in the Australian Core Skills Framework (ACSF) in both reading and numeracy, and demonstrate appropriate competency for the qualification they are enrolling into.

#### Procedure for assessing competency in ACSF in reading and numeracy

In order to validly and reliably assess a student's competence in reading and numeracy, DCA currently uses the Core Skills Profile for Adults (CSPA) published by Australian Council for Education Research (ACER) Limited as the assessment tool for this purpose. This tool is approved by the Department of Education and Training. Students who wish to access the VET Student Loan assistance, must achieve a result of Exit Level 3 or higher.

Upon completion of the Enrolment Application form and the Pre-Training Review, students will be given access to the Core Skills Profile for Adults (CSPA) software platform to complete the online Reading & Numeracy assessment.

Students are required to complete the Reading & Numeracy test by themselves, without receiving any assistance from another person, to ensure that the assessment of their eligibility and suitability is carried out with the honesty and integrity of all parties involved in the process.

The assessment is automatically evaluated by the online system as soon as the student completes it. The Career Consultant emails the student, to the email address provided by them, a copy of the results. A copy of the result is also printed and retained with the Enrolment Application form.

The results of this assessment will also be provided to the Department of Education (the Secretary), if requested, in the form, manner and by the time requested.

As per relevant legislation, Design College Australia will retain a copy of these results for at least 5 years.

#### **Stage C:**

- Underage students must attend an interview with an authorised DCA staff member and their parent(s) or guardian(s) before acceptance of their enrolment application.
- Students previously enrolled with DCA who were unsuccessful in their studies, and wish to re-enrol must also undergo an interview with the Training Coordinator prior to the completion of the enrolment process.
- DCA does not accept students enrolling into two diploma qualifications concurrently. The only exception may be for those who are very close to the completion of the first qualification and demonstrate appropriate progress in this.

#### **2. Training Package Pre-requisites**

All prospective students must meet the relevant training package prerequisites where applicable. This will be communicated during the consultation process.

In some cases training package physical characteristics may apply.

#### **3. Eligibility Requirements**

Under age students must provide evidence that:

- the signatory of the application form provide is the responsible parent/guardian of the student
- OR.
- they are 'independent'

Students accessing VET Student Loan must meet all eligibility criteria including the following:

- Citizenship/Visa requirements
- Valid Tax File Number (TFN)
- Sufficient VET Student Loan balance
- Demonstrate competency at or above ACSF Exit Level 3 in both reading and numeracy; or provide evidence of year 12 completion as listed above in the 'Assessment of Suitability'; or provide a copy of a qualification under the Australian Qualification Framework at certificate level 4 or above
- All other eligibility requirements as specified within the VET guidelines.
- Submitting a complete eCAF form to access the VET Student Loan

Students will be required to provide proof of meeting the above eligibility criteria.

Fee for Service Students not accessing VET Student Loan (VSL) must meet the below criteria:

- Citizenship/Visa requirements

Students will be required to provide proof of meeting the above eligibility criteria.

#### **4. Financial Obligations**

- Students who wish to access a VET Student Loan must familiarise themselves with their financial obligations prior to accessing such loan to ensure they adhere to these obligations. Please refer to: <http://www.education.gov.au/vet-student-loans-students>
- Students must pay all other fees, not covered by the VET Student Loan, as stated in the Schedule of Fees provided during their application for enrolment
- Prospective students paying their course fees without accessing the VET Student Loan or State Funding, must adhere to their financial obligations as stated in the Schedule of Fees provided during their application for enrolment.

All relevant course fees are available on the DCA website, including the Fees and Charges and Refund Policies.