

ADMISSIONS POLICY AND PROCEDURE

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1.0 Purpose

The purpose of this document is to outline the policy principles and procedural steps that govern the admission of students into EIT's Vocational Education and Training (VET) courses and Professional Certificate of Competency (PCC) courses. It ensures that admission decisions are consistent, transparent, compliant with regulatory requirements, and aligned with EIT's academic standards. EIT is committed to admitting students who are academically prepared and who can reasonably be expected to succeed in their chosen course.

2.0 Scope

This policy applies to all EIT staff, students, and relevant stakeholders involved in VET courses (including approved courses for VET Student Loans) and PCC courses.

It does not apply to non-award micro-credential courses (refer to the *Higher Education Admission Policy*) or self-paced courses (refer to the *Self-Paced Courses Policy*).

3.0 Objectives

EIT aims to ensure a fair, consistent, and standards-based approach to student admissions through the following objectives:

- To establish clear and consistent admission standards for all VET and PCC courses.
- To verify the identity, eligibility, and suitability of applicants through documented evidence.
- To ensure students meet the required academic, English language, and digital literacy standards for course participation.
- To support students in understanding and meeting the entry requirements, including providing guidance on alternative pathways where appropriate.
- To maintain compliance with relevant legislation, including requirements for VET Student Loans.
- To set defined timeframes for course completion, ensuring qualification relevance and academic progression.

4.0 Policy Principles

4.1 Admission Standards

EIT admission standards for VET and PCC courses are based on:

- Recommendations from academic staff
- The specific requirements of each course and module/unit
- The need to maintain the overall academic standards of EIT;
- Relevant legislative and regulatory obligations

4.2 Eligibility Criteria

Applicants must:

- Be at least 18 years of age at the course start date
- Demonstrate that they have fulfilled the admission standards for the selected course
- Meet any course-specific or legislative eligibility requirements

4.3 Evidence Required for Admission

Applicants must provide the following (where applicable):

- A fully completed online course application form
- Proof of identity and date of birth
- Proof of residency matching the residential address provided
- Academic transcripts or certificates from prior study
- Evidence of genuine student engagement in any previous EIT courses (e.g., attendance, assessment submissions, Moodle access)
- Relevant work experience details, including duration, scope and responsibilities
- Participation in an interview with academic staff, when required

4.4 Language, Literacy and Numeracy (LLN)

4.4.1 English Language Proficiency (Language and Literacy)

As all instruction is delivered in English, students must meet one of the following English proficiency criteria:

- Completion of a qualification in English
- A passing grade in English on a Senior Certificate of Education (or equivalent)
- A specified level of achievement in a recognised English language test (e.g. IELTS or equivalent);
- Any other criteria that may be specified in the entry requirements of a course.

It is important to note that meeting the English language requirements does not guarantee admission; all other course entry requirements must also be met.

4.4.2 Numeracy

The level of numeracy expected of students will vary according to the requirements of each course. Where numeracy is relevant, students will have opportunities to strengthen these skills through course content and through access to a free mathematics course.

4.5 Digital Literacy

Applicants to VET courses must demonstrate sufficient digital literacy skills to successfully engage with course content and assessments. Due to the online nature of VET courses, all VET applicants will be required to complete a digital literacy assessment as part of the application process.

If an applicant has previously completed equivalent assessments as outlined in section 4.4.1 or section 4.5, they must notify EIT and provide valid evidence of the results for review. These assessments are designed to identify whether applicants meet the minimum skill levels required to commence the course and, where necessary, to inform support strategies.

4.6 VET Student Loan Eligibility (if applicable)

Applicants must provide documentation supporting their eligibility for a VET Student Loan, in accordance with the VET Student Loan Policy. Documentation Standards

Applicants are required to submit scanned or photographic copies of original certificates or testamurs, in line with [EIT's Documentation Guidelines](#).

4.7 Alternative Pathways and Support

Where possible, applicants who do not meet the course entry requirements will be:

- Advised of suitable alternative training products that better align with their current qualifications or experience; and/or
- Informed about available support services or learning programs that may assist them in developing the required skills and competencies to meet future entry requirements.

4.8 Course Completion Timeframes

To ensure the integrity and currency of qualifications, students must complete their course within the maximum timeframe specified by EIT, subject to the validity of the training product and relevant regulatory requirements.

4.8.1 VET Courses

Students must complete their qualification within a maximum of 5 years from the date of enrolment, provided the qualification or modules/units remain current and on EIT's scope of registration.

If the course is superseded, deleted, or no longer offered by EIT, students may be required to transition to the new qualification or re-enrol (refer to the *Course and Module/Unit Discontinuation Policy*).

EIT reserves the right to assess the currency of previously completed modules/units when determining eligibility to continue or re-enrol.

4.8.2 PCC Courses

Students must complete their course within the specified timeframe - generally 6 weeks or 3 months. Students who do not complete their course within the specified timeframe will not be able to transfer to a future intake. Students will need to complete a new application for a future intake and pay the full tuition fees.

5.0 Procedure

5.1 Application Submission

Student completes and submits the online application form, including the digital literacy test.

Student uploads scanned or photographic copies of supporting documents as per EIT's Documentation Guidelines.

5.2 Application Review by Learning Support Officer

The Learning Support Officer (LSO) will conduct a full review of the student's application. This includes verifying the following:

- Student is over 18 years of age at course commencement
- All required sections of the application are complete
- All supporting documentation is valid and sufficient

If the LSO determines that additional information or clarification is needed, the student will be contacted via email. Students are expected to respond in a timely manner to avoid delays in application processing.

If the LSO is uncertain about the applicant's suitability, the application will be escalated to the VET College Manager, Deputy Dean, or relevant Discipline Coordinator for review.

5.3 Notification of Application Outcome

Once the LSO has completed the assessment of the application and supporting documents, the student will be notified of the outcome in writing.

- Successful students will receive a formal Course Offer via email, including details of the course, start date, and any next steps required for enrolment.
- Unsuccessful applicants will be notified of the decision, including:
 - The reason(s) for ineligibility (e.g., failure to meet entry requirements)
 - Where applicable, recommendations for alternative EIT training products or support programs to help the applicant meet entry requirements in the future

EIT is committed to ensuring that admissions decisions are transparent, constructive, and aligned with student support principles.

5.4 Offer Acceptance and Enrolment Confirmation

To proceed with enrolment, students must formally accept their Course Offer before the course start date.

Upon acceptance:

- An invoice for tuition fees will be issued (or VET Student Loan arrangements confirmed, if applicable).
- The student's place in the course is only secured once payment has been received or loan arrangements have been finalised. Refer to the *Tuition Payment, Withdrawal and Refund Policy* or *VET Student Loans Policy*.

Once enrolment is confirmed, students will be formally enrolled in their course; however, access to the online course platform will only be granted on the official course start date.

6.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

7.0 Related Documents

- Academic Board Terms of Reference.DS
- Academic Honesty and Misconduct Policy and Procedure.DS
- Award Nomenclature and Academic Records Policy and Procedure.VET
- Course and Unit Discontinuation Policy and Procedure.VET
- Course Review and Quality Assurance Policy and Procedure.VET
- Credit Transfer Policy and Procedure.VET
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Ethics Statement.DS
- Facilities and Learning Resources.DS
- Freedom of Speech and Academic Freedom Policy.DS
- Governance Board - Terms of Reference.VET
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Resources Policy.DS
- Online Learning and ICT Support Policy and Procedure.VET
- Marketing and Promotion Policy and Procedure.DS
- Privacy Policy.DS
- Recognition of Prior Learning Policy and Procedure.VET
- Records Management Policy.DS
- Safety and Security Policy - Students and Staff.DS
- Sexual Assault & Sexual Harassment Policy.DS
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy and Procedure.VET
- Student Consultation Policy.VET
- Tuition Payment, Withdrawal and Refund Policy and Procedure.VET
- Tuition Protection Policy.DS

- VET Regulatory Compliance and Cooperation Policy.VET
- VET Student Loans Policy.VET
- VET Student Loans Tuition Fees and Charges Policy.VET
- Work Health and Safety and Occupational Health and Safety Policy.DS

8.0 Related Legislation

The following legislation is relevant to this policy; however, not all are mandatory for education providers:

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)
- [Australian Qualifications Framework \(AQF\) \(National Policy\)](#)
- [Credentials Policy \(Cwth.\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Disability Services Act 1986 \(WA\)](#)
- [Education Services for Overseas Students Act 2000 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018.](#)
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#)
- [National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [VET Student Loan Act 2016 \(Cwth.\)](#)
- [VET Student Loans \(Courses and Loan Caps\) Determination 2016 \(Cwth.\)](#)
- [VET Student Loan Rules 2016 \(Cwth.\)](#)

9.0 Accountabilities

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.