



1. Reference

This policy responds to standard 3 of RTO 2015 standards

2. Purpose

The purpose of the Admissions and student Selection Policy and Procedure is to provide a broadened flexible framework for the student's selection process at Australia-Latin America Training Academy (ALATA) and an efficient and equitable student's selection process for applicants.

3. Scope of Policy

- a) This policy applies to all new students enrolling in a course at ALATA and is to be used by the RTO Manager, Administration Services (or appropriate delegate) when assessing student applications, issuing letter of offer, and reviewing returned Acceptance of Offer Forms.
- b) The procedure aims at identifying specific processes that, if implemented, may shorten the length of a student's study period to gain this qualification. And/or identify other study or career options for the student. This may include:
 - a. National Recognition: This may be granted to those students who have attained recognition by an RTO of an Australian Qualification Framework (AQF) qualification and/or a Statement of Attainment issued by the same RTO or all other RTOs.
 - b. Recognition of Prior Learning (RPL) which is the acknowledgment of a person's current skills and knowledge acquired through previous training, work or life experience;
 - c. Credit Transfer – this may have granted to those students who have previously completed a course which provides equivalent learning or competency outcomes to those required within the student's current course of study

4. Admission Requirements for the individual courses, please refer to the course brochure available from www.alata.edu.au

5. Admissions Process

- a) Pre-Enrolment Form: Admission to an ALATA course is offered to applicants who meet the applicable entry criteria for both academic and English entry requirements. Applicants must complete and return the Pre-Enrolment Form and fill in all sections and provide all required information
- b) Pre-Enrolment Interview: Selection for enrolment in our courses will be approved for applicants who meet the qualification selection criteria during the Pre-enrolment interview prior the confirmation of enrolment at ALATA. The outcome of interview by the authorised ALATA Staff or representative will be conveyed to the prospective learner.
- c) English Language/Literacy/Numeracy requirements:
 - a. Provide satisfactory evidence that the student has the required level of literacy and numeracy skills (Australian core skills frame work (ACSF) level 3) to complete the qualification.
 - b. **If a student is qualified in Australia at a Certificate III level or above, LLN is not a requirement for those students.**

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- c. To obtain an indication of students ACSF Level, in addition to the enrolment form, they will be subjected to a test as a component of the enrolment process - <https://tlrg.com.au/pages/lln-robot> .
 - d. Students are required to successfully test their LLN skills by completing an appropriate level LLN test which is online test with LLN Robot.
 - e. A qualified TAE40110 trainer from will inform the students and explain the LLN robot computer LLN test result with a detailed feedback.
 - f. If students do not meet English and LLN requirements, students will be asked to take further Language, literacy and numeracy training e.g. Foundation skill programs, EAL etc.
 - g. After receiving the Enrolment paper work/documentation, Administration will assess the application.
- d) ALATA will inform the prospective student of the outcome of the application process including eligibility of RPL/Credit Transfer under National recognition and suitability of course.
- e) Applicants with disabilities should indicate on their Enrolment Form, their disability status. Such students may be asked to provide further details of their disability in order for ALATA to assess whether there are any special study requirements.
- f) *No policy or practice of ALATA will discriminate against persons with disabilities except where, in the opinion of the CEO and RTO Manager, the provision of additional goods, services or facilities would impose unjustifiable hardship on ALATA.*
- g) ALATA reserves the right to reject applications on the grounds that it would be either in the best interest of ALATA and/or the student to do so.
- h) Applicants will receive a Letter of Offer and Acceptance of Agreement Form which will contain information on:
- a. Identify the course or courses in which the student is to be enrolled and any conditions applicable to their enrolment
 - b. Provide an itemised list of course money payable by the student
 - c. Provide information in relation to refunds of course money
 - d. Set out the circumstances in which personal information about the student maybe shared between ALATA and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service.
 - e. Advise the student of his or her obligation to notify the registered provider of a change of address while enrolled in the course.
- i) The following information, in relation to refunds of course money in the case of student and provider default, will also be included:
- a. Amounts that may or may not be repaid to the student
 - b. Processes for claiming a refund

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6. Selection Policy

- a) Applicants must provide copies of their academic qualifications (this can include overseas qualifications or qualifications/statements of attainment completed/ attained within Australia). The originals are to be sighted and copies of these retained in the student file.
- b) Administration Staff or RTO Manager (if required) will analyse the Enrolment form and make judgment in the best interest of the applicant's vocational benefit.
- c) Students who wish to apply for Recognition of Prior Learning ("RPL") should approach the RTO Manager, Administration Services for further information.
- d) Where an application is received from a former ALATA student, Admissions staff will refer to the student's file and, if there are concerns about the student (e.g. progress during previous enrolment or poor payment history), consult the appropriate person (e.g. the RTO Manager, CEO) prior to issuing any Letter of Offer.

7. Receiving of Course Money

- a) ALATA cannot accept course money from the student until the student has signed or otherwise accepted the Letter of Offer and returned signed Acceptance Agreement Form. The letter of offer must clearly state that payment should not be made until the Acceptance Agreement has been completed and returned.
- b) ALATA may accept course money received at the same time as the verification of Acceptance Agreement (for example, if a student ends a signed Acceptance Agreement with an accompanying payment or brings the payment along with the Acceptance Agreement into ALATA' office).
- c) If a student, or agent, in the same physical location as ALATA offers ALATA course money, ALATA cannot accept this money if it has not received the signed Acceptance Agreement.
- d) In this case, ALATA must tell the student or agent that it cannot accept course money until the accepted written agreement has been received. If the student or agent is unable to supply the accepted written agreement at that time, ALATA must not accept the payment.
- e) A faxed copy of the "Acceptance Agreement" is suitable as notification of acceptance, as long as it is signed.

8. Student File Creation

- a) Where a student has applied to enrol at ALATA, the Enrolment Form (and all supporting documentation) should be printed and filed in a file specifically for that student, created and maintained by the Administration Coordinator.
- b) The Letter of Offer should also be filed with this paper work once issued.
- c) The file should include the initial application, supporting documents (e.g. IELTS score or equivalent score) Letter of Offer and completed Acceptance Agreement.
- d) The file should be filed by intake, subject and student name order in the student files storage area. This should be kept locked at all times to maintain privacy of information and protect the files from being accessed by persons who are not authorised/do not need to see the information therein for the performance of their duties as a ALATA member of staff.

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