

# POLICY

PPMF | TAFESA | 70

## Title

Admissions and Course Management Policy

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TAFE SA Policies are issued under the TAFE SA Policy and Procedure Management Framework. They are binding on all TAFE SA employees.

## 1 Purpose

This policy provides a framework and guidance to all TAFE SA staff in relation to the administration and management of TAFE SA's vocational education and training courses and foundation courses for admissions purposes.

This policy relates to TAFE SA's centralised admissions system carried out through the South Australian Tertiary Admission Centre (SATAC).

## 2 Outcome

This policy will provide a consistency of practice in the management of course information and the administration of TAFE SA admission and application processes on TAFEWeb at [www.satac.edu.au/tafeweb](http://www.satac.edu.au/tafeweb)

## 3 Scope

The *Skills for All* [Funded Training List](#) defines the **scope** of courses that will attract a government subsidy and includes qualifications from Certificate I to Advanced Diploma.

This public funding is the principal means by which the State Government is able to fund TAFE SA to achieve its vocational education and training objectives.

As such, all clients applying for TAFE SA courses that are on the Funded Training List must apply via the TAFE SA website and using the online SATAC application and processing system.

### **In scope:**

- All TAFE SA VET award courses (irrespective of client type)
- All publicly funded preparatory/foundation courses

### **Not in scope:**

Due to separate government funding arrangements, the following areas are **not in scope**, and exempt from applying through this process:

- Aboriginal Access Centre
- APY Lands
- Traineeships and Apprenticeships
- Adult and Community Education courses
- Short courses
- [Skills in the Workplace](#) industries and enterprises
- VET in Schools (under auspice arrangement between TAFE SA and school)
- Fee for Service
- International students on study visa

Also not in scope and not covered in this policy are TAFE's higher education courses, however applications to these courses will continue to go through SATAC.

#### 4 Associated Documents

PPMF   TAFESA   64	Admissions and Course Management Procedure
PPMF   TAFESA   95	TAFE SA Parchment Policy
PPMF   TAFESA   65	Enrolment of Compulsory Education Age and Compulsory School Age Students in TAFE SA Policy

#### 5 Policy Details

##### 5.1 Policy Mandate

This policy is issued in accordance with the TAFE SA Policy and Procedure Management Framework.

##### 5.2 State Government's Skills for All initiative

TAFE SA has assessed and reconfigured course management and admissions processes to operate successfully in a competitive and demand-driven marketplace resulting from the State Government's 2 July 2012 *Skills for All* initiative.

TAFE's key requirement for the new admissions service in the competitive market is to maximise the conversion rate of client enquiries into enrolments by:

- Simplifying processes and reduce barriers to admission
- Being responsive by making offers immediately for non-competitive courses, and as quickly as possible for others
- Being flexible in accepting applications throughout the year and at any time of the day.

As a result a different approach to admissions has been considered, and guidelines to a differential course management model have been developed where each course is categorised and may have a different admission status by campus and by delivery type.

##### 5.3 TAFE SA's course admission requirements

Course admission requirements (CAR) are the minimum requirements that an applicant needs to be eligible for the course.

Prior to making a course available for applications, the Educational program at a campus level will need to deem whether their course is competitive or not. This information must be forwarded to the Admission Coordinators.

### Non-competitive courses

For non-competitive Certificates I, II and III, there are no course admission requirements and clients will not be required to submit any evidence of school results or previous study.

For non-competitive Certificate IV, Diploma, Advanced Diploma courses, clients will need to meet the minimum course admission requirements of either a VET Certificate III, or satisfactory completion of SACE Stage 2, or satisfactory pass in TABS test.

### Competitive courses

Where there are genuine facilities restraints (and/or industrial and other considerations), a cap on student numbers may be necessary. Where a course is deemed competitive, the educational program will need to identify additional selection criteria and ranking processes to determine which applicants will be offered places.

<i>Course status</i>	<i>Cert I</i>	<i>Cert II</i>	<i>Cert III</i>	<i>Cert IV</i>	<i>Diploma</i>	<i>Adv Dip</i>
<b>Non Competitive</b>	No CAR			Minimum CAR (Cert III or SACE Stg2 or TABS)		
<b>Competitive</b>	Campus specific CAR, selection criteria and ranking					

### Existing worker courses

The Educational program at a campus level may flag a course on the TAFE website for existing workers only. These courses are for applicants who are typically working in the related industry and/or vocation, and require up-skilling and/or have a base trade qualification. Their employment in the relevant job becomes the Course Admission Requirement.

This information must be forwarded to the Admission Coordinators.

The guidelines, responsibilities and procedures for identifying course categories, admission types, and ranking and selection criteria are in PPMF | TAFESA | 64 Admissions and Course Management Procedure.

## 5.4 Offers to courses

SATAC will forward an immediate offer to clients applying for non-competitive courses at Certificate I, II or III.

SATAC will assess clients applying for non-competitive courses at Certificate IV, Diploma and Advanced Diploma level, and forward an offer to those who are eligible.

SATAC will forward an immediate conditional offer to applicants for “existing worker” courses. The “condition” being they must provide evidence of their employment in the relevant job.

In any given competitive offer round for competitive courses, SATAC will forward clients a single offer to the highest preference for which they are both eligible and competitive. Offers will continue to be made until the course quota is reached or there are no further applicants.

Applicants will be required to respond to their offer prior to the lapse date (within 2 weeks) by informing SATAC of their response, (using the on-line web services of SATAC) and by enrolling in the course as instructed by the course coordinator.

Successful applicants who accept their offer will be advised of the enrolment process by the relevant campus staff. They are expected to enrol by the stipulated date, which is generally within 2 weeks of the offer being made.

Eligible applicant details remain in the SATAC Data Warehouse and TACS/TAFE staff can access their details / information. Programs may also change an applicant’s preference (with their approval) into another course that has an available place (subject to eligibility).

## **5.5 TAFE SA’s centralised admission system through SATAC**

At present, applying online via [www.tafesa.edu.au](http://www.tafesa.edu.au) and using the SATAC processing system allows TAFE SA to:

1. Be flexible and efficient
2. Streamline all applications to courses (across campuses, across programs, across the state)
3. Gather intelligence to inform the Minister, the CE, DFEEST Workforce Planning and Development, the Training and Skills Commission and the Industry Skills Councils about numbers in courses and in relation to vocational education, training and skills for the future
4. Analyse client behaviour to inform TAFE marketing, educational programs and TAFE executive.

## **6 Responsibilities**

### **6.1 Educational programs and Quality Assurance Groups (QAGs)**

All educational programs, through their managers and QAGS are responsible for providing advice and current information to the Admissions Coordinators to assist with admissions. This includes identifying:

- Course category (competitive, non-competitive, existing worker)
- Admission Type (competitive, immediate, controlled)
- Course admission requirements and selection criteria

This information will need to be provided to the Admissions Coordinators as required during the year, and prior to formal offer rounds.

## **6.2 Admissions Coordinators**

Admissions Coordinators are responsible for advising educational programs on admissions processes, and managing the course admissions information at campus level in the TAFE information system (TIS).

The Admissions Coordinators work closely with the TAFE Admissions and Curriculum Services unit to ensure that the course information is accurate and update regularly in TIS.

## **6.3 TAFE SA Admissions and Curriculum Services (TACS)**

The Admissions Team is responsible for managing the collection, collation and publication of course information including information on the entry and selection requirements and processes in any marketing and advertising material, and the TAFE SA website.

The Admissions Team is also responsible for collecting and marking the TABS test, loading results into the database, as well as managing the day to day relationship with SATAC to ensure smooth and streamlined processes for applicants.

The Information Team is responsible for dealing with all day to day course admission enquiries that come through the TAFE SA information 1800 number or email, and assists with marking of TABS tests.

## **6.4 SATAC**

SATAC will assess applicants in accordance with course management decisions of TAFE SA educational programs.

SATAC will receive and process all applicants and assess their qualifications to establish their eligibility and rank for all preferences. SATAC will make offers to eligible applicants in ranked order in accordance with quotas established for the courses by TAFE SA.

SATAC will advise all successful applicants of their offer(s).

## **7 Authentications**

The Chief Executive, TAFE SA approves TAFE SA Policy and Procedures. TAFE SA policies will be recommended by the TAFE SA Policy Framework Steering Committee and endorsed by TAFE SA Executive prior to approval.

This Policy and Procedure will be reviewed by the TAFE SA Admissions and SATAC Review Committee as required or TAFE SA Policy Framework Steering Committee every two years.

## 8 Stakeholders

Key stakeholders in TAFE SA course management and admissions processes:

### TAFE SA

Chief Executive, TAFE SA  
 Project Sponsor of *Skills for All Admissions Project*  
 Division Executive Directors  
 Educational Managers, all educational programs, TAFE SA  
 Admissions Coordinators, TAFE SA  
 Educational Manager, TAFE Educational Support Services  
 Manager, TAFE Admissions and Curriculum Services Unit

### South Australian Tertiary Admissions Centre (SATAC)

Chief Executive, SATAC  
 Manager, TAFE Admissions, SATAC

## 9 Glossary

Admissions process	Covers course promotion and marketing, information provision, application, selection, and notification of offers as well as enrolment and follow-up.
CAR	Course admission requirements describe the minimum requirement to be eligible for a course.
Competitive course	The course is oversubscribed, demand exceeds supply or facilities constraints mean caps apply.
Existing worker course	<p>These courses are open only to applicants who typically work in the related industry and/or vocation, and require up-skilling and/or have a base trade qualification. Their employment in the relevant job becomes the Course Admission Requirement.</p> <p>Delivery methodology will generally focus on RPL supported by on-job training. Training may be arranged by an organisation for employees (excludes <i>Skills in the Workplace</i> applicants).</p> <p>This course category means that the course is not competitive, and applicants will receive an immediate conditional offer – the “condition” being they must provide evidence of their employment in the relevant job.</p>
Differential course management model	A different approach to managing course admission requirements differently at a campus level and by delivery mode/study type
Non-competitive course	Supply exceeds demand and places are available.
Quota	Refers to the number of places available (and hence the approximate number of offers to be made) in a course.
SATAC	SA Tertiary Admissions Centre processes and assesses applications on

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	behalf of TAFE SA and the four universities in South Australia and the Northern Territory.
Selection	Refers to the process for deciding whether applicants are eligible for enrolment. In a limited number of courses, selection also includes assessment of technical proficiency relevant to the vocational area of study. For example, part of selection for Graphic and Design courses includes assessment and ranking of an applicant's portfolio of their own art and design work. Selection criteria are applied when there are more eligible applicants than there are available places.
TABS	TAFE Assessment of Basic Skills test is an alternative for applicants with no other way of demonstrating that they meet the CAR. Satisfactory results from the TABS meet the CAR for most courses.