



1.0 Purpose

- 1.1 The purpose of this policy and procedure is to detail the methods Brighton Institute of Technology (BIT) and students will follow when making application to and enrolling at BIT.

2.0 Responsibility

- 2.1 The Administration and Training Manager/s are responsible for the implementation of this policy and to ensure that staff and students are aware of its application.
- 1.2 BIT administration staff are responsible for executing this procedure.

3.0 Requirements

For domestic students BIT will;

- Provide applicants with information that will enable them to make informed decisions about their studies
- Supply information about the availability of course credit/recognition of prior learning
- Supply information about indicative course related fees, including the potential for fees to change
- Inform applicants of the modes of study through which the course may be offered
- Have documented procedures for assessing applicants' English proficiency and qualifications (these procedures must be implemented)
- Engage the student in a pre-training review process
- List the grounds on which the students' enrolments may be deferred, suspended or cancelled

4.0 Definitions

- 4.1 Admission; the process or fact of entering or being allowed to enter a place or organisation.

5.0 Method

- 5.1 All applicants must complete the student application form, sign and date where required and attach **verified** evidence of qualifications and work experience (if relevant).
- 5.2 Additional Requirements
Pre-Training Review & Language, Literacy and Numeracy Test:
 - (Refer to P2 Pre-Training Review Policy and Procedure)
 - (Refer to P3 Language, Literacy and Numeracy Assessment Policy and Procedure)
- 5.3 All students must also complete a LLN test at the time of enrolment to identify their competence in literacy and numeracy levels which will highlight course suitability and or whether additional student support services are required.
- 5.4 Domestic students will be provided with course information, a copy of the student handbook either in hard copy or via the website <http://www.bit.edu.au>
- 5.5 Offers must not be made to students who will be under the age of 18 years at the time of proposed commencement.

- 5.6 All domestic enrolments will be handled by administration officers, with the student being referred to the English Department should there be any doubts about their LLN.
- 5.7 If the applicant's educational qualifications do not meet BIT's admission requirements, other factors may be considered at the discretion of the Institute.
- 5.8 Verified evidence of these other factors must be included with the application. These other factors may include:
- Mature age, and or proof of being 18 years or older at the proposed date of commencement
 - Work experience,
 - Attitude and aptitude,
 - Previous academic results,
 - Ability and skills to function in an academic environment,
 - Possibility to succeed in his/her academic endeavours

6.0 Student Admission

- 6.1 To be accepted the applicant must at least meet the academic entry requirements and the minimum IELTS requirement (if overseas student) stated above.
- 6.2 If the applicant satisfies all criteria the applicant will be offered a place in their chosen course.
- 6.3 Once an offer has been approved by the Administration or Training Manager an offer letter must be prepared and despatched to the student accompanied by a student agreement.
- 6.4 The student agreement must be completed and returned to BIT.
- 6.5 Domestic students will be offered a place in their course of choice once a deposit has been paid. No other paperwork is needed.
- 6.6 The completed written agreement must be reviewed and accepted by the Administration or Training Manager.
- 6.6 Administration staff must scan and record all enrolment documents
- Enrolment forms
 - Student Identification
 - Pre-Training Review
 - LL&N Test
 - Any other documentation presented at the time of enrolment (credit Transfer evidence, student support plan etc.)

7.0 Admission Procedure

Step 1: Student chooses course to suit his/her interest and career.

Step 2: Student expresses interest in the course and BIT by writing to BIT contact information for Application form or downloads the application form from the BIT website

Step 3: For overseas students application form sent to BIT admission staff via email (info@bit.edu.au) along with the following documents

- Copies (translated if not in English) of Academic Documents



P1 Admissions Policy and Procedure (Domestic Students)

- Evidence of Australian Year 12 equivalent from your home country (for VET courses)
Refer P23 Entry Requirement Policy 2.0
- Work experience documents (if applicable)
- Copy of USI is placed in student management system and verified

Step 4: Application form is to be sighted and if correct entered into BIT's Student Management System (TEAMS)

Step 5: 1. Confirm relevant fee information, class times, duration, and campus locations and trainers name.

2. Present the prospective student with the BIT Student Handbook
3. Explain class requirements and expectations

i.e.

- Attendance requirements
- What to do if they are going to be absent
- What to bring to class
- How classes will be delivered
- Expected standards of behaviour
- How to make a complaint

END

Related Documents

P2. Pre-Training Review
P3. Language, Literacy and Numeracy Test
Enrolment Form
Letter of offer
Written agreement