

POLICY AND PROCEDURES

STUDENT ENROLMENT POLICY

Date Approved:	4/12/2020
Date Effective:	1/01/2021
Scheduled Review Date:	11/11/2022
Policy Category:	Educational
Policy Owner:	Registrar

1. Context

SEDA College WA ('the College') is a school that provides an applied Year 11 and 12 program.

2. Statement of Policy

The College is committed to the principles of access and equality. The College does not discriminate against any group or individual on the basis of, but not limited to, the following defined characteristics:

- Gender
- Ethnicity, colour, nationality
- Religion
- Marital status
- Pregnancy
- Sexual preference
- Disability

3. Application

This policy is applied to:

- All prospective students
- All current students
- All staff involved in the selection, admission and induction of students

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4. Eligibility

To be eligible for enrolment with SEDA College WA, you must be a domestic student, which includes, an Australian or New Zealand citizen or Australian Permanent Resident.

5. Selection

Selection into the College is based on a prospective student's ability to meet the following selection criteria:

- Demonstrate the capability to be independent learners who can manage travel and a flexible learning model.
- Demonstrate a level of maturity to manage unsupervised work and learning tasks.
- Demonstrate suitability to an applied learning and real-life learning environment.
- Demonstrate suitable language, literacy and numeracy skills (which may include assessment of OLNA and LLN testing outcomes).
- Demonstrate relevant and appropriate educational attainment, capabilities, aspirations and interests.
- Demonstrate the ability to complete the relevant qualifications.
- Have successfully completed Year 10 or equivalent.

Successfully demonstrating capacity to meet all criteria does not guarantee entry into the program.

6. Admission Process

Prospective students apply for the College programs online via an application form on the SEDA College website. Upon receipt of the completed application form, the following process is then implemented for each Sports Development Program (SDP):

- Information Session: Prospective parents/carers and students are contacted via phone and invited to attend an Information Session (45 minutes). Once attended, they are then invited to attend an Interview. **Families can attend an information session without having processed an application*
- Interview Sessions: Once prospective students have processed an application and attended an information session, they are contacted via phone to attend an interview which is then conducted with a College staff member (30 minutes).
 - As part of the interview process, prospective students have the opportunity to provide supporting documentation, including their most recent academic report reflecting SCSA Number, curriculum vitae, OLNA results, EOE, Medicare, USI,

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Immunisation records and two letters of reference to support their application. The College may contact the student's current school for a reference.

- As part of this process, prospective students are asked to indicate their preferred program based on industry partner preference and venue location (3 preferences in total can be submitted).

7. Outcome of the Application

- Prospective students who are successful with their application may then be sent an invite to attend Language, Literacy and Numeracy (LLN) Testing. Upon successful completion of the LLN Testing, a letter of offer to enroll will be sent.
- Students who are unsuccessful with their application are sent a letter notifying them of this outcome.
- Prospective students who are not offered a position in a program have the option to seek feedback about their application and may apply for a position the following year, if still eligible.
- Decision Pending students are those who have been unable to provide sufficient supporting documentation at the time of interview or whose interview needs further discussion. Their interview will be left as decision pending until documentation/information is provided. They will then either be offered or declined a position and be notified as indicated above.
- Where possible, outcome of the application will be notified in person after interview.

8. Online admission / Induction

- All students who are sent a letter of offer to enroll receive an online admission form, which collects the student and parent/carer's personal details.
- Program induction: Students are required to attend an induction session prior to the commencement of a program to complete the admission process. Students are presented with specific information regarding course content, fee payment options and their venue allocation for the following year.

As part of the admission process, the College provides students with an information package outlining its commitments to:

- Delivery and assessment procedures
- Access, privacy and equity
- Provision for language, literacy and numeracy assistance
- Student support, including any external support the College has arranged for students
- Welfare and pathways guidance services
- Recognition of Prior Learning (RPL) and credit transfer arrangements

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- Course content
- Student records participation and progress
- Enrolment process
- Student conduct, cheating and plagiarism
- Concerns, complaints and appeals policy
- Program fees and refund policy
- Uniform
- Laptop Agreement
- Parent Consent
- Marketing

9. Enrolment Register

- the college will maintain a register of enrolled students, which as a minimum will contain for each student;
 - Their name, age and address
 - The name and contact details of a parent or guardian of the student
 - The date of enrolment
 - The Western Australian student number allocated to the student (at times referred to as Curriculum Council number, SCSA number)
 - Where applicable, the date the student ceased to be enrolled
- Parents and Guardians are asked to assist the College in maintaining accurate enrolment details, by contacting the College when such details change. Parents and guardians will be asked, on an annual basis to update enrolment details. At any time, such updates can be made by contacting reception.

10. Referral by Agencies

Students may be referred by community agencies into the program. Applications may be discussed with the student's youth worker or case manager prior to a final decision on the student's application.

11. Waiting List

Places in programs are in high demand and there are limited positions available each year.

In the event that all places in the program of the student's choice are full, the student can be placed on a waiting list. If a position becomes available, the student will be contacted and offered a position

in the program. Parents/Carers will be notified in person at the time of the interview, or via phone or in writing if the student is to be placed on a waiting list.

12. Program Fees

Families are required to adhere to the guidelines indicated in the SEDA College WA Fee Policy including;

- Payment of a \$1000 deposit the year prior to commencing / returning
- Completing a payment plan

For returning students, they are required to confirm position in the program for the following year by written confirmation of intent, no later than October 31st.

The College reserves the right to not extend enrollment if student is not up to date with program fees.

13. Transitions between campuses and SDP Venues

Students will remain in their allocated campus for a minimum of one year unless they exit or withdraw from the program or are authorised to move to another program or campus. Any such decisions will be at the College's discretion and subject to availability of positions.

Prior to class allocations being finalised each year, the allocation of current students to campuses for the following year will be reassessed. In the event an additional campus is established, the College's Admissions Department at their discretion may move students to an alternative location. In the event a campus is no longer operational, students will be moved to the next closest available existing or new campus. Parents/Carers affected by this will be notified in writing.

Any student wishing to change their allocated program or campus for the following year may submit a request in writing to the Admissions Department prior to end of term 2. Requests will be considered by the Admissions Department in consultation with The Principal or their nominee and parents/carers will be informed of the result by admissions staff in writing.

14. Transition between Year 11 and 12

Student will transition from year 11 to 12 in their selected SDP however the College has the right to not extend enrolment subject to the following criteria:

- Deposit Payment
- Program Fees
- Attendance

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- Code of conduct
- Academic Results

15. Complaints Process

In the event of a concern, complaint or appeal arising from the student admission process, the process below is to be followed:

- Student has the opportunity to submit their concern, complaint or appeal to the Principal at SEDA Head Office, Suite 5, Level 1, 353 Cambridge Street, Wembley WA 6014
- Once the concern or complaint has been received, it will be reviewed by the Principal in accordance with SEDA College’s Concerns, Complaints and Grievances Policy – Students.

16. Policy History

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes