

POLICY AND PROCEDURES

STUDENT ENROLMENT POLICY

EDU 4.1.6

Date Approved:	5/12/2024
Date Effective:	5/12/2024
Scheduled Review Date:	5/12/2027
Policy Category:	Educational
Policy Owner:	Principal
Approving Body:	College Board

1. Context

This policy outlines SEDA College (Victoria)'s expectations and procedures in relation to the enrolment of students.

SEDA College (Victoria) is an independent non-government school for Year 11 and 12 students.

2. Definitions

A reference or term included in this policy is defined as follows;

"SEDA College" or "the College" refers to SEDA College (Victoria).

"Staff" or "staff member" or "employee" in this policy includes all employees of SEDA College (Victoria).

For the purpose of this policy, an employee is a person of or over the age of 18 years who is:

- (a) an employee of SEDA College, whether or not the person is employed in connection with any work or activities of SEDA College that relate to children; or
- (b) engaged by SEDA College to provide services, including volunteers and volunteers from external agencies, secondees, individual business owners who employ or engage staff, contractors, office holders and directors of companies where the director performs work for the organisation, whether or not the person provides services to children.

"Parents" for the purposes of this policy, is defined as a natural or adoptive parent or parents of a student, the legal guardian or guardians of a student or any other person/persons who have assumed responsibility for a student.

"Student" is an individual enrolled in a SEDA College program.

"Prospective student" is an individual who might attend SEDA College (Vic) in the future.

"ACER Test" is a set of academic assessments conducted by the Australian Council for Education and Research used by private, independent, and Catholic schools across Australia.

SEDA College Victoria

357 Camberwell Road
CAMBERWELL | VIC | 3124
PO BOX 1237 | CAMBERWELL | VIC | 3124
ABN: 39 612 321 865

w seda.vic.edu.au
e info@scv.vic.edu.au
[p 1800 11 7332](tel:p 1800 11 7332)

3. Statement of Policy

The College is committed to the principles of access and equity. 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 orientation
- Disability
- Low socioeconomic status

4. Application

This policy applies to, all prospective students, current students and all staff involved in the selection, admission and induction of students

5. Procedures

5.1 Eligibility

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

5.2 Selection

Selection into courses 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 literacy and numeracy skills, this may be assessed via an ACER Test.
- Demonstrate relevant and appropriate educational attainment, capabilities, aspirations and interests
- Demonstrate the ability to complete the relevant qualification
- Have completed year 10 or be turning 16 years of age prior to April 30th in the first year of the program

Student applications are assessed against a set of selection criteria relevant to each course. Successfully demonstrating capacity to meet all criteria does not guarantee entry into a course.

5.3 Admission Process

Prospective students can enquire about the College's programs online via the SEDA College website or by phoning the Admissions team. This may involve completing an online Application form. The following process is then implemented for:

- Sports Development Programs (SDP)
 - High Performance Programs (HPP)
 - Building & Trade Programs
- (a) Prospective parents/guardians and students are contacted via phone or email and invited to attend an Information Session (this may be either face to face or a virtual session which lasts between 30 minutes and 1 hour). After the Information Session if they have not already done so prospective students would be asked to complete an online Application form and an interview is arranged with a College staff member (this interview may be either face to face or online (virtual) and lasts approximately 30 minutes).
- (b) Prior to the Interview process, prospective students have the opportunity to provide supporting documentation, including their most recent academic report, resume and two letters of reference to support their application. The College may contact the student's current school for a reference. For students seeking enrolment in the HPP they are also required to provide additional information regarding their eligibility and may be required to participate in a trial before being accepted for enrolment.
- (c) As part of this process, prospective students are asked to indicate their preferred program based on industry partner preference and campus location (3 preferences in total can be submitted).
- (d) If required students may be asked to undertake an ACER test to determine their skill level or they may be required to provide a further report from their current school to enable the College to assess their suitability for the program.

5.4 Outcome of Application

Prospective students who are successful with their application are sent a letter with an offer of enrolment. They will also receive an Enrolment Agreement, details regarding Student Fees and payment plans and a link to the online Admission form which will collect all the relevant student and parent/guardian personal details for inclusion in the Enrolment Register. Completion of the Admission form, Enrolment Agreement and payment of a Student fee deposit is also required to secure a place in the program.

Students who are unsuccessful with their application will be 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.

5.5 Program Orientation

Students are required to attend an Orientation session prior to the commencement of a program to complete the Admission process. Students are presented with specific information regarding course content and their campus allocation for the following year.

5.6 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 Victorian student number allocated to the student
- Where applicable, the date the student ceased to be enrolled

The College is committed to ensuring the accuracy and currency of the enrolment register at all times. To maintain an up-to-date register, the following processes will be implemented:

- The College Admissions team will review and update enrolment details regularly in the Student Management System (SMS) as new or updated information becomes available. Any change in the student's personal information, such as name, address, parent/guardian contact details, or enrolment status, will be promptly recorded in the SMS.
- When a student ceases to be enrolled, the Admissions team will ensure that the date of cessation of enrolment is recorded accurately.
- If a student transfers to another institution or leaves the program, the relevant updates will be made in a timely manner.
- 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 or emailing the Admissions Team at info@scv.vic.edu.au. This is maintained in line with the College's Privacy Policy.

5.7 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.

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
- Course content
- Student records participation and progress
- Enrolment process
- Student conduct, cheating and plagiarism
- Concerns, complaints and appeals policy
- Course fees and refund policy

As part of the Admission process, the College adheres to relevant Federal/State legislation and requirements for the enrolment of students.

5.8 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/guardians will be notified either via phone or in writing if the student is to be placed on a waiting list.

5.9 Transition Between Campuses

Students will remain in their allocated location 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/guardians affected by this will be notified in writing.

Any prospective 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 November 30th. Requests will be considered by the Admissions Department in consultation with the Principal or their nominee and parents/guardians will be informed of the result by Admissions staff in writing.

Any current student wishing to change their class for the following year may submit a request in writing to the Registrar prior to June 30th. Requests will be considered by the in consultation with the Principal or their nominee and parents/guardians will be informed of the result by the Registrar.

5.10 Complaints Process

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

- Parents/guardians and students have the opportunity to submit their concern, complaint or appeal to the Principal at SEDA Head Office, 357 Camberwell Road, Camberwell VIC 3124.
- Once the concern or complaint has been received, it will be reviewed by the Principal in accordance with SEDA College's Concerns, Complaints & Grievances Policy – Students.

6. Referenced Documents & Relevant Legislation

This policy is to be read in conjunction with other related SEDA College school policies and procedures. These include:

- Enrolment Agreement
- Student Inclusion and Diversity Policy
- Concerns, Complaints & Grievances Policy – Students
- Privacy Policy
- Student Discipline Policy
- Student Code of Conduct
- Parent Code of Conduct

Supporting legislation and guidelines include:

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Family Law Act 1975 (Cth)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)

7. Policy History

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes
V1	Principal	11/11/16	11/11/16	
	Principal	6/03/18	6/03/18	Remove reference to Arts program
V2	Principal	5/07/19	5/07/19	Eligibility criteria added
V3	Principal	22/07/20	22/07/20	Updated to reflect Enrolment Agreement and revised Admission Process
V4	Principal	1/07/2022	1/07/2022	Updated to reflect updated template and address details.
V5	Principal	3/05/2024	3/05/2024	Updated definitions, statement of policy, included reference to ACER testing, updated referenced documents and added relevant legislation.
V6	Principal	5/12/2024	5/12/2024	Added to section 5.6 process for keeping the enrolment register up to date including regular updates, annual reviews, and procedures for withdrawals or transfers. Updated Head Office address Updated the admissions email address in section 5.6 Changed all references from "venue" to "campus"