

## SAE Creative Media Institute

### Student Entry Procedures – Vocational Education & Training (VET) Courses

<b>1. Procedure Statement</b>	<p>SAE Institute Pty Ltd trading as SAE upholds the principle that all applicants seeking to enroll are treated fairly and equitably. SAE has open, fair and transparent procedures that are based on clearly defined criteria for making decisions about the selection of students and provisions for transfer. Students will be selected based on evidence, against the entry criteria set out within this document.</p>
<b>2. Purpose</b>	<p>The purpose of the Student Entry procedure is to outline the minimum entry criteria to determine a student's academic suitability for a VET program of study and the steps that SAE undertakes to determine a student's eligibility to enroll.</p>
<b>3. Scope</b>	<p>This process applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enroll with SAE into VET programs.</p>
<b>4. Associated Policies and Procedures</b>	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> <li>• Student Selection, Admission and Transfer</li> </ul>
<b>5. Associated Documents</b>	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> <li>• SAE Program Information Guide</li> <li>• Student Application Form</li> <li>• SAE Program Brochures</li> </ul>
<b>6. Procedure</b>	<p><b>6.1 Steps in the Student Entry Procedure (Certificate)</b>  Students are contacted by an SAE consultant (following submission of an enquiry or application) and undertake an initial interview. This interview is informal, held over the phone or in person, and helps to understand student motivations, previous study, and relevant experience.</p> <ol style="list-style-type: none"> <li>1. If a student meets the published entry requirements for their program of study the SAE consultant will advise on the admissions process.</li> <li>2. If a student does not meet the published entry requirements they will be required to undertake an Alternative Entry process and asked to: <ol style="list-style-type: none"> <li>2.1. submit the required documents,</li> <li>2.2. take an online reading and numeracy (CSPA) test, and</li> <li>2.3. attend an interview with a representative of SAE.</li> </ol> </li> <li>3. Students who are deemed eligible for their nominated program of study will be issued a Letter of Offer (as below). If a student is not eligible to study, SAE will recommend ways in which the application may be successful in future.</li> <li>4. Once a student has formally applied for a program of study at SAE and has been assessed against the entry criteria of that program and approved for entry, they will be issued a Letter of Offer. This letter will outline the process on how to accept the offer and enroll in the program.</li> </ol> <p><b>6.2 Steps in the Student Entry Procedure (Diploma)</b>  Students are contacted by an SAE consultant (following submission of an enquiry or application) and undertake an initial interview. This interview is informal, held over the phone or in person, and helps to understand student motivations, previous study, and relevant experience.</p> <ol style="list-style-type: none"> <li>1. The SAE consultant will advise on the admissions process depending on whether the student is required to apply through a State Admission Centre (QTAC, VTAC, UAC) or can apply direct.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Applications are screened to determine if students either have sufficient evidence to be granted immediate acceptance in to the Program or require further assessment and an Alternative Entry meeting.</li> <li>3. If a student requires further assessment and an Alternative Entry meeting they will be asked to:             <ol style="list-style-type: none"> <li>4.1. submit the required documents,</li> <li>4.2. take an online reading and numeracy (CSPA) test, and</li> <li>4.3. attend an interview with a representative of SAE.                 <ol style="list-style-type: none"> <li>4.3.1. If the student does not achieve a minimum of an Exit Level 3 in the reading and numeracy (CSPA) test they will not be eligible to commence a VET Diploma course and will be advised by their consultant on more appropriate study options.</li> <li>4.3.2. If the student achieves an Exit Level 3 or above in the reading and numeracy (CSPA) test and are deemed academically suited for their nominated program of study they will be issued a Letter of Offer (as below).                     <p>All students undertaking a reading and numeracy (CSPA) test will be provided with a summary of their results.</p> </li> </ol> </li> </ol> </li> <li>5. Once a student has formally applied for a program of study at SAE and has been assessed against the entry criteria of that program and approved for entry, they will be issued a Letter of Offer. This letter will outline the process on how to accept the offer and enroll in the program.</li> </ol>
<p><b>7. Records</b></p>	<p><b>22<sup>nd</sup> of December 2015.</b> Initial procedure develop for consultation by L.McMillan, (Approval: Lee Aitken, General Manager)</p> <p>22<sup>nd</sup> of January 2016. Reviewed. (Approved by Lee Aitken, General Manager)</p>