

| <b>POLICY: Enrolment Policy</b>           |  |
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| <b>Objective</b>                          | The aim of this policy is to ensure that applicants have all necessary information available to them prior to enrolment and that applications are reviewed and processed in a timely, consistent, and thorough manner.                                     |
| <b>Policy Name</b>                        | <b>Enrolment Policy</b>  |
| <b>Policy No</b>                          | <b>STU01A</b>  |
| <b>Associated Policies and Procedures</b> | FIN07A_VET Student Loan Policy<br>LERN06A_Credit Transfer and Recognition of Prior Learning Policy<br>INT01A_CRICOS Enrolment Policy<br>STU09A_Student Support and Wellbeing Policy<br>STU10A_Safety of Under-18 Students Policy                           |
| <b>Associated Documentation</b>           | SDS Interview Checklists<br>SDS Application Form<br>IDO Application Form<br>Medical Information Collection Form<br>Credit Transfer/Recognition of Prior Learning Application Form<br>SDS Website Student Support Page<br>IDO Website Student Support Page  |
| <b>Standard</b>                           | National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025<br>Part 1, Division 3: 1.6 - 1.7<br>Part 2, Division 1: 2.1 - 2.2<br>Part 2, Division 2: 2.4<br>Part 2, Division 3: 2.5 |
| <b>Authorised by</b>                      | Nicole Watts   |
| <b>Date and Version</b>                   | V1 10/10/2008<br>V2 16/09/2011<br>V3 25/02/2014<br>V4 17/07/2019<br>V5 01/07/2025  |

Prospective students are encouraged to attend either an Information Session or Open Day to listen to a presentation on our courses, see completed student work, and speak to members of staff to address any questions they might have. Prospective students are prompted to contact the Course Advisor when they visit the website, and can book a call with the Course

Advisor or attend a campus tour, allowing them to receive information about our courses and create a line of communication to ask questions prior to application.

To apply for a course, prospective students must complete the Application Form on the Sydney Design School or Interior Design Online website.

### **Disclosure of Individual Needs**

Applicants are encouraged to share any relevant information regarding health or learning needs early in their application form to assist in the assessment of course suitability, any reasonable adjustment options, and for student support purposes. If the applicant indicates any individual needs and the desire to discuss support services, these will be discussed in their interview, by email, and/or while on campus.

### **Credit Transfer and Recognition of Prior Learning**

Through the Application Form, applicants are made aware of the option to apply for Credit Transfer or Recognition of Prior Learning and the associated process and policies.

If an applicant indicates in their Application Form that they wish to apply for Credit Transfer or Recognition of Prior Learning, they will receive an automated email with the Credit Transfer/Recognition of Prior Learning Application Form to be completed. Once this completed form is received, an assessment will follow to determine the outcome of the application. If the applicant is eligible to receive Credit Transfer or Recognition of Prior Learning, this will impact their tuition fees and study requirements.

### **Skills and Competencies Review**

Applicants seeking to study an accredited course will be required during the application process to answer whether they possess the fundamental skills and competencies required of the selected course. If an applicant indicates that they do not have all the required skills, prior to accepting their enrolment, staff will call or email the applicant, or discuss during an interview, to gather more information and confirm whether the desired course is appropriate for the applicant.

### **Application Interview and Letter of Offer**

Timetabled classes are more demanding as they require intensive study and commitment. As such, applicants enrolling into the Diploma of Interior Design or Advanced Diploma of Interior Design on campus or in a virtual studio are required to attend an interview with a member of staff. After submitting the Application Form, the applicant will be contacted within 5 business days and invited to an interview on campus or on Zoom to better understand their circumstances and why they wish to study the course. During the interview, staff will discuss items including payment methods, VET Student Loans, class timetables, time commitment outside of class, computer requirements, student needs, and any potential learning barriers. The prospective student is invited to ask any questions to ensure they have all the necessary information to make an informed decision on their study choice.

Additionally, applicants under the age of 18 seeking to study the Certificate IV in a timetabled class are required to attend an interview accompanied by a parent/guardian. This interview is to understand the applicant's reason for applying, particularly if they have not finished high school, their commitment to the course, and their ability to participate in an adult-education environment. If a prospective student under the age of 18 is seeking to enrol without finishing high school, their application then progresses to a panel review. See the Safety of Under-18 Students Policy for further information.

After the interview, the applicant is advised whether their application has been successful within 5 business days of the interview and if successful, applicants are sent a Letter of Offer. To accept the place in the course, the applicant must sign and return the letter within 14 days. Upon receipt of the signed letter, the applicant will receive a welcome email confirming their place in the course and providing important details regarding their enrolment.

### **Confirmation of Enrolment**

Applicants not required to attend an interview will be contacted within 5 business days of their application being received to advise whether their application has been successful. If successful, this advice is in the form of a Confirmation of Enrolment letter and email with information regarding the commencement of their course.

### **Non-Acceptance of Application**

If the applicant does not have the skills required or concerns are raised from the application interview that cannot be resolved, the possibility of the application not being accepted will be discussed by a panel of the General Manager, Education Manager, and staff who conducted the interview and/or the enrolment team. If the panel concludes that the applicant will not be accepted into the course to which they have applied, the applicant will be provided with formal notice of this non-acceptance in writing that includes:

- Reasons for the non-acceptance
- Any alternative options or action recommendations
- Relevant information on how the applicant can raise a complaint or appeal the decision

### **International Students**

This policy applies to applicants who are not applying for a Student Visa for their studies with Sydney Design School. See CRICOS Enrolment Policy for more information.