



VITALIS TRAINING CENTER

Admission Procedure

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Admissions Procedure

Purpose

This procedure is designed to provide clear and concise directions on admission and enrolment to students.

Procedure

- The Vitalis Training Centre accepts applications in hard copy submitted directly to a member of the Admissions staff, or in soft copy through email.
- Upon application, applicants are contacted within 2 business days to arrange an admissions interview.
- All applicants must attend an interview with a member of the Admissions staff. An interview may be conducted face-to-face on campus or remotely by phone or Skype.
- At the interview stage it is the Admissions staff member's role to determine or confirm whether the applicant meets the entry requirements for their selected course; provide information about acquiring textbooks and other materials required for study; determine the method of payment of tuition fees and advise of tuition fee amounts; inform the student of key dates, policies, handbooks, and procedures.
- To proceed with enrolment, applicants must complete and sign the application form and indicate their full and complete understanding of the Fees Policy
- Applicants who do not sign the application form and agree to the terms of enrolment will not be accepted.
- Applicants will be recommended to attend a clinic consultation at the Clinic to assist the applicant's understanding of the profession in which they will be studying.
- Once a student record is created, the student is notified by email of their acceptance of enrolment and provided with access to the Vitalis Training Centre Student Portal.

Students commencing their first subject online are contacted by phone to conduct a "Walk to Class" which involves familiarizing the student with the Learning Management System.

Qualification Level Requirements

To support a successful study experience with the Vitalis Training Centre, applicants are required to meet the following entry requirements for differing Australian Qualifications Framework level qualifications:

- Have completed Australian Year 11 or equivalent and be able to provide evidence of such; OR
- Hold a Certificate III or higher level qualification; OR
- Achieve competency in Exit Level 3 score and working at Level 4 within the Australian Core

English proficiency

All applicants for whom English is not the primary language must have an academic IELTS score of 6.0. This level has been set to ensure the student will have the ability to successfully engage with course materials and teaching staff.

To confirm their English proficiency level prior to acceptance of enrolment. It is the responsibility of the applicant to obtain the selected test score at their own cost prior to published enrolment cut-off dates.

Computer literacy

All applicants must meet minimum computer literacy standards as determined by the Vitalis Training Centre (see Definitions in this document) and have unrestricted access to the internet and a personal email account.

Age requirements

Domestic applicants aged under 18 years at the time of application must turn 18 in their first enrolled term of study or within 3 months of acceptance into the course. Prospective students under the age of 18 must have their enrolment paperwork witnessed by a parent or guardian. International students must be 18 years of age or older on arrival to Australia to be eligible for admission.

First Aid

All applicants who will be enrolling in a course that includes practicum requirements must be aware of the requirement to hold a current recognized First Aid Certificate (including resuscitation) prior to commencing their first client contact session and maintain its currency throughout the remainder of their course of study. This First Aid qualification is to be at the level of the Unit of Competency HLTAID003 (Provide first aid) or HLTAID006 (Provide advanced first aid), depending on course requirements. Other qualifications may be considered equivalent to the required competency (e.g.: Senior First Aid, Level II First Aid, Australian Red Cross Intermediate First Aid).

Materials

It is the responsibility of all students admitted to courses to acquire the required textbooks, training tools, and resources required to fully participate on campus and/or in online units of study.

Recognition of prior learning

If applicants are entering the Vitalis Training Centre with a previous related qualification or related experience, it is the responsibility of the student admitted to apply for recognition of prior learning.

Refusal and Exclusion

The Vitalis Training Centre reserves the right to refuse admission of a prospective student based on the following criteria:

1. The applicant demonstrates behaviors that do not meet the standards set out in the Student Code of Conduct.
2. The applicant does not meet the minimum entry requirements, conditional course requirements (i.e. does not pass English language skill), or ongoing course requirements, and is not prepared to pursue the advice provided by the Vitalis Training Centre to gain additional knowledge prior to commencing study.
3. Serious financial, personal, or health issues that will affect the student's ability to meet study requirements and thereby achieve the outcomes of the course.

Course Viability

The Vitalis Training Centre reserves the right to withdraw course offers at any time during the admissions process or not offer any places in courses depending on current student numbers.

Intake Quotas

The College reserves the right to impose intake quotas on any course or unit of study. The College reserves the right to cancel an intake into a course if insufficient students are admitted, and/or to reallocate enrolled students to alternative dates.

Fee Payment

Students who do not pay fees as required will have their enrollment suspended and reviewed by Student Services.

1. Students must pay all enrolled fees in full prior to the course start date for the relevant intake. Failure to meet the payment deadline will result in suspension from the course until all fees are paid.
2. Students on an approved payment plan offered by the College (under special circumstances only) must meet all agreed payment deadlines. Missed payment may result in suspended enrollment.

Course Duration

Students must complete their course within a specified timeframe. Students may apply for an extension to course duration under special circumstances.

When making a decision to extend course duration the College will consider:

1. Compassionate or compelling circumstances
2. Availability of courses/units of study
3. How the student will undertake and complete the course with a reasonable chance of success

4. Regulatory requirements.

Definitions:

Student – is an individual person who is formally enrolled to study at the Vitalis Training Centre. The individual person is that who appears on the Vitalis Training Centre’s documents such as enrolment, admission, and payment documents, and who is assigned an individual student ID.

Computer Literacy Standards - are the computer skills required to engage in study and student life at the College. The minimum standard includes the student being able to:

- organize work files in directories or computer files
- make, save, and find files
- use the internet to find information and send emails
- open and save attachments
- use simple text skills such as typing, formatting, and printing
- resolve minor application problems

Unequipped student - is a prospective student who has not demonstrated theoretical or practical knowledge in core disciplines prior to being admitted to the College and who may not meet all or some of the Admissions Requirements.