

Policy Name	SELECTION AND ADMISSION POLICY
Policy Number	V001_PO_VET
Purpose	This policy outlines the principles for the selection of students into Whitehouse Institute of Design, Australia, (Whitehouse) into Vocational Education and Training (VET) courses.
Scope	This policy applies to all applicants for admission into all VET courses delivered by Whitehouse at all its delivery sites. <i>This policy may not fully apply to VET for Secondary School Student courses, which are governed by different arrangements in each state jurisdiction and with the respective state's government / Department of Education requirements and corresponding Whitehouse processes and procedures.</i>
Policy Statement	Whitehouse is committed to selection and admission processes that are flexible, fair, valid, and reliable. Selection procedures are designed to ensure applicants have met any course entry requirements and to assess their potential to successfully complete the course for which they have applied. Specific consideration is given to Aboriginal and Torres Strait Islander people, and people from equity groups. Entr requirements are course specific, so the same entry requirements and selection procedures are used for a given course at all Whitehouse delivery sites. Staff involved in selection decisions comply with the 'Whitehouse Institute of Design Code of Conduct' (Staff) regarding the disclosure and management of conflicts of interest.
Relevant Legislation	• Standards for Registered Training Organisations (RTOs), 2025 • Australia Qualifications Framework (AQF)
Key Related Documents	Selection and Admission procedure (VET) Code of Conduct (Staff) Recognition of Prior Learning policy and procedure (VET) Appeals policy and procedure (VET) Application for Enrolment forms Student Course Handbooks
Definitions	Entry requirements: The minimum requirements for course entry. Entry requirements are course specific
Responsible Officer	Executive Director or delegated Senior Executive Management Committee member.
Approval Authority/ Authorities	Board of Governors
Date Approved	20/12/2023

Date of Commencement	21/12/2023		
Date for Review	20/12/2026		
Documents superseded by this Procedure	Admission Policy and Procedure (06/02/2013)		
Amendment History	04/2026 Minor update to text (scope and policy statement) Checked and updated Relevant legislation and Key documents sections. 12/2023 Minor updates to text (Scope statement); Responsible Officer and Approval Authority. Re-approval. 11/2016 Policy and Procedures separated and HE and VET documentation separated. Updated formatting and minor amendments.		
Signed and dated for Whitehouse Institute Pty Ltd			
	Signature	Leanne Whitehouse	20 12 2023
		Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Vocational Education and Training (VET)
Stakeholders	Whitehouse Executive Management VET Trainers Assessors Administration Support Staff Students