

Procedure Name	SELECTION AND ADMISSION PROCEDURE
Procedure Number	V001_PR_VET
Purpose	This procedure outlines the Whitehouse Institute of Design, Australia, (Whitehouse) processes for the selection of students into Vocational Education and Training (VET) courses/qualifications.
Scope	This procedure applies to all applicants for admission into all VET courses delivered by Whitehouse at all its delivery sites. <i>This procedure 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>
Procedure	1. Responsibilities and Required Actions To ensure that selection and admission processes are flexible, fair, valid, and reliable: • staff must not take part in the selection decision-making process where there is an actual or a perceived conflict of interest. • staff must apply the same entry requirements and selection procedures at all delivery sites for a given course. 1.1 Publication of selection criteria For each course entry and selection criteria and processes will be on the Whitehouse website, (for example https://www.whitehouse-design.edu.au/courses/certificate-iii-in-design-fundamentals), in relevant marketing materials and in the student and staff handbooks. 1.2 Course application forms All prospective students are required to complete and submit a course application form. 2. Course Entry Requirements 2.1 Minimum age requirement • Domestic applicants Domestic applicants must have successfully completed Year 10 or equivalent study. • International applicants Whitehouse does not currently have a VET CRICOS registration and so does not accept international applicants into its VET courses / programs. 2.2 Relevant course entry requirements Applicants may be required to meet other entry requirements specified in the course for which they are applying in addition to the minimum entry requirements outlined in section 2.1 above. These relate to courses other than VET in Schools, where students may be selected via interview, and/or a submission of a Portfolio of recent creative work and/or a written statement and/or design related tasks that assess aptitude.

	The interview can be conducted face to face on one of the campuses where the course is delivered or by phone or online. Applicants who meet the entry requirements will be considered for a place; however, it does not guarantee them an offer of a place. Where there are more applicants than available places, selection will be competitive, based on merit. 2.3 Course entry requirements - special circumstances Prior to application prospective students must be advised if other entry requirements apply, related to special circumstances, such as students from ATSI, NESB or equity groups. 3. Feedback to Applicants Applicants will be provided with the results of their application within two weeks of the assessment in the form of written advice addressing the criteria used in the selection process. 4. Recognition of Prior Learning and Credit Transfer Students are provided with information about the recognition and credit transfer process during the interview. If applicants wish to submit a request for RPL, they must do so prior to commencing their studies and submit evidence of their achievement in accordance with the Whitehouse RPL policy / procedure. Applications for RPL involve a fee, which must be paid, irrespective of the RPL assessment outcome. (refer V003 RPL procedure) If successful, students are given credit for units for which they can demonstrate competency. 5. Unique Student Identifier (USI) At the time of enrolment students must provide their USI, which they can obtain at: https://www.usi.gov.au/students/get-a-usi 6. Appeals and Grievances If an applicant believes they have been disadvantaged by the Student Admission Procedure, they can lodge an appeal (refer Whitehouse VET Appeals policy and procedure). 7. Suspension or Exclusion An applicant who has been suspended or excluded from Whitehouse or any other VET or Higher Education provider will only be considered for admission if the period of their suspension or exclusion has been served prior to the commencement of study.
Relevant Legislation	• Standards for Registered Training Organisations (RTOs), 2025 • Australia Qualifications Framework (AQF)
Key Related Documents	Selection and Admission policy (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. Unique Student Identifier (USI): the USI is a 10-digit alpha-numeric identifier. It creates a secure online record of all students recognised training and qualifications gained in Australia throughout life. The student's records are held by the National Centre for Vocational Education Research (NCVER). VET: Vocational Education and Training.		
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 Updated the scope and procedure statement text Updated the course entry requirement and selection Deleted clauses related to CRICOS and international students, as Whitehouse is not a VET RTO CRICOS registered provider. Checked and updated Relevant legislation and Key documents sections. 12/2023 Minor updates to text (Scope statement); Responsible Officer and Approval Authority. Checked and updated, definitions and links/URLs 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	 Leanne Whitehouse 20 12 2026		
	Signature	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