About the Refugee and Asylum Seeker Access Scheme

The RMIT Refugee and Asylum Seeker Access Scheme is designed to improve educational access for Temporary Protection Visa holders and asylum seekers on bridging visas.

Admission and selection of Higher Education and TAFE applications in 2008 will be supported by the Equity Database.

About the Applicants

It is important to remember that applicants put forward through this scheme are merely eligible and not endorsed in regards of their capability to undertake the program applied for. It is important to consider the capability statement and any other studies completed by applicant when determining their capacity to undertake the program. For applicants who are not academically ready to undertake the program, pathways should be recommended.

Applicants under this scheme apply through the Refugee Access Scheme application form in addition to lodging a Direct Application Form and submit a capabilities portfolio to support their application. The Refugee Access Scheme and Direct application form and a capabilities statement will be forwarded to selection officers by Admissions. Selection is made on the determination of a capacity to succeed and follows the ACESS process. Selection officers are asked not to record decisions on the AMS for the Refugee cohort as these will be entered by the Admissions Office.

Most Refugee applicants are eligible for P profile places in the TAFE sector.

Handling Refugee Access Scheme Applications in the Equity Database

There are two components to a RAS application:

1. Direct Application Form,
2. Refugee Access Scheme Application Form, including capabilities statement and supporting documentation.

Details of each applicant are entered into the Equity Database by the Equity Admissions Officer in Admissions.

Hard copies of the Direct and Refugee Access Scheme forms are sent to Selection Officers via Portfolio Admissions Managers.
Step by Step Guide to Handling RAS Selection Decisions

- Access to Equity Database for selection officers opens on **10 November** for SNAP and Refugee Access Scheme selection decisions and closes on **21st November**.

1. Log into Equity Database using your employee number and Novell password.
2. Click on the equity tab

3. Click on selection decision button (this takes you to the ‘Choose an Academic Plan’ screen)
4. Search for and click on your program plan in the ‘Choose academic plan’ screen (this takes you to a list of case managed applicants).

5. When you click on Select Plan the list of students available for you for Selection is displayed.

6. Any RAS applications (as well as any SNAP applications) for your program will be visible in your ‘selection decisions’ screen.

7. Click on the Detail button to see applicant details.
Assess each equity application.

**Data displayed:**
Portfolio; Academic Program; Academic Plan; School; Description; Application Centre; Applicant; RMIT ID; (Student Number – Available after student enrols.) Surname; First Name; Middle Name; Fee Type; Load; Mode.

**Documentation Button:** RAS documentation is provided to you in hard copy so will not be available via this button.

**Fields to be entered by Selection Officer:**
Extra Requirements Met: Has the student met any extra requirements – Yes / No.

**Selection Decision:**
What is your Selection Decision – Deny; Offer; Pending; Re-ranking.

**Decision Reason:** *(Only required for Deny.)* What was your Selection Decision based upon?

**Save Button:** Use to Save your Decision.

**Case Management Data displayed:**
Case Management Group: Eligible for; Bonus Point Recommendation; Ignore the bonus point recommendation in the database. The Audit Table displays all decisions made for this applicant. When; What and by whom.

(Note: This is a composited screen shot, you will need to scroll to see all of this screen within the application.)
Equity: Selection Decision

### Applicants

<table>
<thead>
<tr>
<th>Application Centre</th>
<th>Applicant</th>
<th>RMIT ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECT</td>
<td>E070402A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH</td>
<td>PETER</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Load</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSP</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

### Extra Requirements Met
- Choose ---

### Decision Reason
- Low teacher recommendation in subject area critical for program - Maths

### Case Management

<table>
<thead>
<tr>
<th>Case Management Group</th>
<th>Bonus Point Recommendation</th>
<th>Case Management Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATSI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DLU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity</td>
<td></td>
<td>SYD Rassigned from DLU</td>
</tr>
<tr>
<td>Refugee</td>
<td></td>
<td>Refugee Status confirmed</td>
</tr>
<tr>
<td>SNAP</td>
<td></td>
<td>Eligible for SNAP</td>
</tr>
</tbody>
</table>

### Audit

<table>
<thead>
<tr>
<th>User</th>
<th>Time</th>
<th>Decision</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>E03918</td>
<td>Oct 13, 2006</td>
<td>Darry</td>
<td>Low teacher recommendation in subject area critical for program - Maths</td>
</tr>
</tbody>
</table>

Equity & Diversity
Selection Officer Training October 2008
8. You can navigate back and forth between the Applicants list and individual applications by using the Applicants and Applicant Details Tabs.

9. Record whether any extra requirements set for the program have been met.

10. For SNAP (and RAS) bonus point allocation is not a consideration so ignore this.

11. Make a selection decision and record the decision in the Equity Database.

12. If the decision is deny, record the reason in the 'decision reason' field.

13. If pending, record reason why pending.

14 Selection officers do NOT enter decision into People Soft. Admissions will do this.