DIRECT ADMISSIONS AND SELECTION

SELECTION OFFICER TRAINING

New staff
Overview of Admissions

The Admissions unit administers the Universities policies, procedures and guidelines for the admissions of domestic prospective students. It is responsible for programs:

- Certificate IV level and above
- Undergraduate and postgraduate coursework programs
- Administering ‘Credit Transfer’ for applicants

The Admissions unit is also responsible for coordinating the systems required to support the processing of applications for the Universities programs.
Role of Selection Officer

• An appointed selection officer acts on behalf of School/College to select and admit students who satisfy the admissions requirements and have the aptitude for academic study.

• Ensure that selection is transparent, fair, equitable and defensible

• Ensure that additional consideration is given to eligible applicants who have applied under equity admissions schemes.

• Ensure that all staff involved in the selection process are briefed on the selection criteria, rules and regulations.

• Selection Officer should know what the commencing, returning and total load target for the program is.

• Respond to prospective student enquires about application, selection and enrolment in a accurate and timely manner.
Selection and Admissions policy

• The university shall ensure that applicants are selected by fair, timely and transparent procedures, on the basis of clearly defined, consistent and equitable criteria.

• Verbal offers of admissions shall not be made or accepted as they are not a formal offer or not binding

• An applicant not selected for a program shall have the right of appeal.
Program List

• The Program List is a list of all programs for which Admissions has ‘admission’ responsibility.

• Program List is compiled for each admissions period and before applications open.

• The list includes details such as program and plan codes, academic load, fee type campus, selection officer details and enrolment details.

The Program List is used to:

• To process applications and offers
• It underpins both marketing activities and utilised by the Info Corner and other internal staff to disseminate program information to prospective students.
• To facilitate the collection of enrolment data
**Direct Applications – cycle of an application**

<table>
<thead>
<tr>
<th>Step</th>
<th>Process Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Applicant completes a Direct Application form</td>
</tr>
<tr>
<td>2.</td>
<td>Applicant submits an application to either Admissions or Info Corner</td>
</tr>
<tr>
<td>3.</td>
<td>Application received is assessed for completeness and accuracy.</td>
</tr>
<tr>
<td>4.</td>
<td>Application is data entered into PeopleSoft and filed and awaits collection</td>
</tr>
<tr>
<td>5.</td>
<td>Selection Officer assesses application against program entrance requirements and enters a decision.</td>
</tr>
<tr>
<td>6.</td>
<td>All applications with a selection decision will have a letter outcome generated by Admissions.</td>
</tr>
</tbody>
</table>
Direct Applications – cycle of an application

7. Admit selection decisions are matriculated.

8. Offer letters are issued to all admitted applicants. Offer letters contain enrolment instructions.

Information provided may include how to:

a. Enrol online
b. Attend a program info session
c. Enrol on campus instructions
d. Contact their school
Applicant completes Direct Application form

- A Direct Application Form may only be used by applicants who are:
  - Australian citizens
  - Special Category Visa holder (New Zealand citizen)
  - Permanent residents of Australia,
  - Permanent Humanitarian
  - East Timorese asylum seekers (TAFE applications only)
- OR
  - None of the above categories but are applying for a place in an RMIT University program taught externally (i.e. by distance education)
Applicant completes Direct Application form

The Direct application form should be used by applicants to apply for:

• TAFE and VCE and VCAL programs
• Undergraduate programs
• Postgraduate and Honours programs
Applicant submits Direct Application form

Completed Direct Application forms can be either:

• Posted to Admissions – Locked Bag address
• Delivered to Info Corner, submitted to Applicant Lodgement Box.

Note:

We recommended that schools **do not** accept applications on behalf of applicants. Please request that applicants submit them directly to Info Corner.

If applicants have done so in error, please date stamp them and hand deliver them to Admissions (not Info Corner) as soon as possible for recording.
Applicant submits Direct Application form

Applications received are:

• Date stamped

• Checked to ensure that the applicant has completed all the mandatory fields.

• Validated that the program is available.

• Assess TAFE applicants for eligibility for a government supported place, under the Victorian Training Guarantee

• Applicant who do not provide us with sufficient information to process their application are recorded as ‘issues’ and applicants contacted.

• Applications are ‘coded’ in readiness for data entry
Victorian Training Guarantee and Youth Compact

In 2009 the Victorian government announced major reforms to the VET system.

The changes aimed to make government subsidised training available and within the reach of more Victorians.

**Major changes include:**

- Eligibility criteria applies to ‘individuals’ wanting to access a (government-funded) training places.
- Increased competition between registered training organisations (RTOs) – because ‘private providers’ are able to access government funding for training places.
- Higher fees for some qualifications.
- **VET FEE-HELP** is available for eligible students.
Eligibility assessment

Eligibility to access government subsidised places will depend on the following criteria:

a) Citizenship
   - Australian citizen
   - Permanent resident
   - East Timorese asylum seeker
   - Special category visa holder

b) Age & Prior education (Australian only qualifications)

Applicants **under 20 years** as at 1 Jan in the year commencement: are eligible for government subsidised place

Applicants **20 years and over** as at 1 Jan in the year of commencement are eligible for government subsidised place if they are applying for a qualification higher than the qualification they already hold.

c) Applicant is applying for a **Foundation Skills** program
Youth compact allowance

- Youth Compact - fund source changes for students in government subsidised places (GSP) only.
- The standard fee type for applicants who are eligible for TAFE governments subsidised place is: 01
- Under the youth compact scheme Admissions will assess some applicants using the following guidelines:

<table>
<thead>
<tr>
<th>Category of student</th>
<th>Student age as of 1 January in the year of program commencement from 1/1/2011</th>
<th>Students enrolled in;</th>
<th>Fund source to be applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>General TAFE only – (not apprentice/trainee)</td>
<td>• Aged 15 – 19</td>
<td>Skills Foundation (foundation level)</td>
<td>65</td>
</tr>
<tr>
<td></td>
<td>• Aged 20 – 24</td>
<td>Skills Creation (cert I and II)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skill Building (cert III and IV)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Automatic regardless of previous qualifications</td>
<td></td>
</tr>
</tbody>
</table>
Application entered into PeopleSoft

• Applications are manually processed in PeopleSoft by Data Management Services
• Every applicant is allocated a student id number and unique application number for each program offering that they apply for
• Applications are tracked on a ‘Application Tracking System’
• There are no restrictions to the number of applications a prospective student can submit.
• Once processed, applications are filed awaiting collection.
Application entered into PeopleSoft

**Coding**

<table>
<thead>
<tr>
<th>Career</th>
<th>PGRD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admit Term</td>
<td>1050</td>
</tr>
<tr>
<td>Acad Prog</td>
<td>MC161</td>
</tr>
<tr>
<td>Acad Plan</td>
<td>MC161</td>
</tr>
<tr>
<td>Admit Type</td>
<td>DOP</td>
</tr>
<tr>
<td>Acad Load</td>
<td>P</td>
</tr>
<tr>
<td>Campus</td>
<td>AUSCY</td>
</tr>
<tr>
<td>Prg</td>
<td></td>
</tr>
<tr>
<td>Act/Reason</td>
<td></td>
</tr>
<tr>
<td>Admit Sess</td>
<td></td>
</tr>
<tr>
<td>Not.Plan</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
</tr>
<tr>
<td>Att.Mode</td>
<td>AUSP</td>
</tr>
<tr>
<td>Residency</td>
<td></td>
</tr>
</tbody>
</table>

**Coding Notes:**

- **D** = On campus study (internal)
- **O** = Government subsidised place
- **P** = Part-time

**TAFE Place Types:**

- **01** – TAFE government supported place
- **65** – TAFE government supported place
- **03** – TAFE full fee place

**Other Place Types:**

- **AA** – Commonwealth supported place
- **AC** – Full fee place
Application collection

• PeopleSoft selection officer query must be emailed to Admissions by 11:30 am

• The query should contain a list of applications to be collected

• City based selection officers: – may collect in person from:
  Building 88 Level 8
  440 Elizabeth Street
  Melbourne

  Collection time: 2.30 pm to 4.30 pm daily

• Bundoora and Brunswick based selection staff: applications will be forwarded via courier to your HUB. Please check your email for confirmation of delivery.
Selection decisions

• Selection must be undertaken in accordance with the criteria published.

• Programs with a competitive selection process must wait until after the published closing date to consider all timely applications received before making selection decisions.

• Programs that **do not** have a competitive selection process may consider applications individually and progressively on receipt rather than comparatively as a group (known as rolling admissions). (This currently only applies to select Postgraduate programs)
Selection decisions

Selection of applicants in postgraduate programs that have Commonwealth Supported Places

• Rolling admissions is only available for full fee programs

• Where schools can guarantee they have a CSP place for all applicants meeting their criteria, and who apply by the closing date, they would be allowed to offer rolling CSP offers.

• Postgraduate programs that do not have a CSP for all applicants, can make pending decisions – that notifies applicants that their application decision will be made after the published closing date.

• This would allow for immediate offers to be made to qualified applicants.
Selection decisions

Entering decisions into PeopleSoft:

• All selection decisions must be entered into PeopleSoft, with the exception of conditional offers – which must be forwarded to Admissions for manual intervention.

• Selection decisions must be entered into PeopleSoft by selection staff nominated by their schools

• In order to enter selection decisions into PeopleSoft selection officers and selection administrative support staff must complete the ITS Basic PeopleSoft training and the PeopleSoft Direct Selection Officer Training session.

• Check RMIT Training calendar for next available session: www.rmit.edu.au/its/training/calendar
Selection decisions

Entering decisions into PeopleSoft:

- 

![Image of PeopleSoft interface showing action/decision entry]

- Action/Reason Parameters:
  - Academic Institution: RMITU - RMIT University
  - Academic Career: PGRD - Postgrad
  - Academic Program: MC161 - JD
  - Admit Term: 1050 - Sem 2 2010
  - Program Action: ADMIT - Admit
  - Action Reason: 311 - RMITHecom
  - Action Date: 23/04/2010
  - Seq: 1

- Apply to Program Application:
  - Application Nbr: [Blank]
  - Program Nbr: [Blank]

- Program Data

- Program Status

UPRD  Action/Reason Entry  Correction
Selection decisions

Type of selection decisions:

A selection decision can be any one of the following:

1. A full offer (ADMT)
2. A conditional offer (DDEF)
3. A deny/rejection (DENY)
4. A pending decision (DDEF)

When entering a decision a selection officer must determine the reason for their selection decision (action reason) and record this reason in PeopleSoft.
A full offer decision

- A full offer is an offer given to applicant who has met the published selection criteria for the program.
- A full offer is binding and cannot be revoked once the offer has been communicated.
- In PeopleSoft a selection officer will be required to enter a program action of ADMT, and select a numerical action reason from the drop down menu. The list of action reasons form the basis of admission which facilitates DEST reporting.

Note: refer to Appendix III – Basis of Admission – of the direct selection officer handbook for a full listing of action reasons.
Conditional offer

• A conditional offer is the offer of a place subject to the applicant fulfilling a specific condition (e.g. providing proof of successful completion of an undergraduate qualification) prior to enrolment.

• Conditional offer requests cannot be entered into PeopleSoft. Conditional offers must be communicated to Admissions for action as manual intervention is required in the automated letter generation process.

• Conditional offers are binding as a standard offers.

• The applicant status on PeopleSoft is recorded in PeopleSoft as a program action of DDEF (defer decision), action reason CNDD (conditional).

• Once the applicant has fulfilled the condition, an admit decision (a full offer) can be entered or where the condition has not been met, a deny decision entered.
Pending decisions

Pending decisions should be entered against a applicant record if:

• if the selection process is prolonged otherwise applicants may accept an offer from a rival institution

• if you unable to make a selection decision due to a lack of information

• have some “pended” applicants in case the applicants to whom you have made an offer do not attend enrolment. You will then have a waiting list of applicants from who to select as it is not appropriate to re-assess applicants whom you have already rejected.

• Pending decision can be entered into PeopleSoft using the program action of DDEF, and action reason PEND

• Postgraduate programs that do not have a CSP for all applicants. This notifies applicants that a selection decision will be made after the published closing date and allows immediate offers to be made to qualified applicants

• Pending decision for postgrad programs can be entered into PeopleSoft using the program action of DDEF, and action reason CSPD
Deny decisions

- Applicants are rejected if they don’t meet the selection criteria, have not fulfilled a requirement of the selection process (e.g. attended an interview) or if the quota for the program has been filled.

- It is not appropriate to deny applicants because you are aware that they have already received an offer at RMIT or another institute. If they meet the selection criteria, have fulfilled any additional requirements and there are places available in the program, they should receive an offer.

- To deny an applicant you must enter a program action of deny and select the relevant action reason from the list of possible values available.

- Admissions will generate a standard deny letter based on the action reason you have selected.

- Selection staff should check that they are using the most appropriate action reason for their selection decision. (refer to Direct Selection Officer handbook)
Amending applications or selection decisions

Amending a Selection Decision:
If you inadvertently make an incorrect selection decision, you must contact Admissions to request to amend the selection decision.

• Notify Admissions no later than **8:00 am** (the day after you enter the decision)

• Notify Admissions in writing, quoting application number, applicant name, and program code.

Amending an Applicant Record:
Selection Officers cannot amend an application without first having obtained the applicants permission.

Complete a Change to Direct Application Record form.

[www.rmit.edu/staff/studentadmin/adminforms](http://www.rmit.edu/staff/studentadmin/adminforms)
Amending an applicant record

Selection officers cannot amend an application without first having obtained the applicants permission.

Reasons for amending an application:
- Make an alternative offer for a different program or plan code
- Amend the fee type (CSP/full fee) *only applicable to HE program.
- Amend the attendance mode (on campus/off campus)

Complete a Change to Direct Application Record form.

www.rmit.edu/staff/studentadmin/adminforms
Alternative Category  Equity Scheme (ACESS)

The ACESS scheme allows RMIT to take into consideration the circumstances of individual applicants who have experienced long term educational disadvantage.

Types of disadvantages considered are:

- Mature age
- Non English speaking background
- Disadvantages socio-economic background
- Aboriginal and Torres Strait Islanders
- Difficult family circumstances
- Disability or long term medical condition
- Rural or isolated area
- Refugee (Permanent Humanitarian Visa holders)
Alternative Category Equity Scheme (ACESS)

• ACESS equity applications may be received for Direct Admissions applications in semester 1 but are generally received in semester 2

• Applicants wishing to apply for equity consideration in semester 1 can apply via the VTAC SEAS program for VTAC programs

• Direct applications collected from admissions may include ACESS applicants – a report will be sent to selection officers to advise which direct applicants have applied for ACESS and will require review and selection via the RMIT Equity database

• Reminder instructions will be included with ACESS applicant reports when sent to Selection Officers at close of semester intake
Alternative Category Equity Scheme (ACESS)

How many offers should be made to meet equity enrolment targets?

The overall equity target of 20% can be broken down into the following sub-targets as a guide.

- SNAP enrolments from semester 1 = 12%
- VTAC SEAS (sem 1) & Direct Application ACESS (sem 2) = 8%

Some programs may exceed these targets if there is enough capable applicants.
Letter generation process

All selection outcomes are communicated in writing by Admissions

Selection Decision Letters:

• Standard letter templates are drafted and approved by the Academic Registrar for each admissions period.
• Offer letters – letter generated based on enrolment method.
• Deny letters – letter generated based on action reason entered
• A description of the templates can be found in the Direct Admissions Handbook.
• Offer letters are sent by mail house – lodged the same day.
Letter generation process

Notifying applicants of selection decision:

10 Day Letter Rule:

If an offer (admit) is entered by a selection officer inside 10 days of the Round 1 enrolment date, the automated letter generation process will automatically use the Round 2 enrolment date for the offer letter. If a selection decision is entered inside 10 days of the Round 2 enrolment date, a letter without an enrolment date will be generated.
Letter generation process

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1</td>
<td>2</td>
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<td>14</td>
<td>15</td>
<td>16</td>
<td>17 (1)</td>
<td>18 (2)</td>
<td>19 (3)</td>
<td>20 (4)</td>
</tr>
<tr>
<td>21 (5)</td>
<td>22 (6)</td>
<td>23 (7)</td>
<td>24 (8)</td>
<td>25 (9)</td>
<td>26 (10)</td>
<td>27 Enrolment</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30 Enrolment</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Note:** when counting, the calculation is inclusive of all weekdays, weekends and public holidays
Matriculation

• Matriculation is the process that activates the student program record and makes the record “ready” for enrolment.

• Term activation will take place overnight which makes the applicant active in PeopleSoft and therefore able to enrol.

• An applicant record will be matriculated when an offer has been entered on PeopleSoft.

• All offered applicants are matriculated on the same day that their offer letter is generated with the exception of those who receive a conditional offer.
Enrolment process

• All offer letters are printed and posted daily
• The offer letter mailing packs contain confirmation of the offer for the program, plan code, fund source, attendance mode, academic load
• Information provided may include:
  – how to enrol online instructions or
  – how to enrol on campus instructions
  – when to attend a program information session
  – how to contact their school
## Important Dates

### Published application closing dates and collection dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 August 2010</td>
<td>Open Day. Direct application open for semester 1 2011</td>
</tr>
<tr>
<td>9 August 2010</td>
<td>Postgraduate programs with a criterion based selection process may commence collecting applications.</td>
</tr>
</tbody>
</table>

### TAFE programs

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 October 2010</td>
<td>Application closing date for select TAFE programs which have a published this date.</td>
</tr>
<tr>
<td>8 November 2010</td>
<td>Application collection date for TAFE programs with published TAFE closing date of 31 October.</td>
</tr>
</tbody>
</table>

### TAFE and Undergraduate (excluding honours) programs

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 December 2010</td>
<td>Application closing date for programs which have a published this date.</td>
</tr>
<tr>
<td>8 December 2010</td>
<td>Application collection date for programs with published closing date of 1 December</td>
</tr>
</tbody>
</table>

### Postgraduate and Honours programs

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 November 2010</td>
<td>Application closing date for programs which have a published this date.</td>
</tr>
<tr>
<td>17 November 2010</td>
<td>Application collection date for programs with published closing date of 10 November</td>
</tr>
</tbody>
</table>
Closing applications for your program

• When all places in your program have been filled you need to complete the Closing Program Application form available from www.rmit.edu.au/staff/studentadmin/adminforms

• The form should be returned to College Admissions Manager (CAM) for approval.

• On receipt of your Closing Programs Application Form, Admissions will accept and process all applications that arrive on the closing date and applications received by the end of next business day.

• Once applications have been closed, they cannot be re-opened in the same admissions period.

• Selection staff will be required to run regular selection officer query reports to ensure that all applications received 48 hours after the closing date are considered.
Reports and Queries

Some reports available:

- Selection Officer query report
- Application extract
Retention and Disposal of applications

• All applicants who have received an offer should be retained for their student files.
• Denied applications should be retained for 12 months.
More information and contacts

Student Administration website:
www.rmit.edu.au/staff/studentadmin/adminforms

• Direct Admissions Handbook
• Administrative forms

Direct Admissions team:
• General number: 9925 8795
• Coordinator, Direct Admissions – Abijith Mani  x 58794
• Senior Coordinator, Direct Admissions – Gina Solakis x 58826
• Email: directadmissions@rmit.edu.au
More information and contacts

College Admissions Manager

Design & Social Context : Kristy Capper
Science, Engineering, Health: Jenny Perrie
Business College : Vivienne Neufeld
Questions?