1. Purpose

This procedure describes the application and selection process to ensure that:

• students capable of succeeding in their chosen course of study are selected,

• the selection process is conducted in an ethical, fair and equitable manner,

• appropriate access and equity principles are considered in selection criteria,

• the application and selection process is consistent and compliant with relevant standards and legislation.

2. Responsibility

The Institute's Manager is responsible for the implementation of this policy and ensuring that relevant staff members are aware about this policy and procedure.

3. Scope

This procedure applies to the admission, selection and processing of applications received from prospective students who wish to study the course(s) offered by the Institute.

4. Definitions

Admission: the process by which a prospective student applies for a place in a course offered by the Institute is considered and either selected or rejected.

Confirmation of Enrolment (COE): This is a proof of student enrolment and acceptance of the offer letter and student agreement of the Institute.

Domestic Student: a student studying in Australia who is an Australian citizen or a New Zealand citizen or a holder of Australian permanent residency

IELTS: a comprehensive test of English language proficiency designed to assess the ability of non - native speakers of English who intend to study or train in the medium of English.

Letter of Offer: a formal invitation to a prospective student to commence study at the Institute in the course offered.

Pre-Training Review (PTR): a review conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by Opengate Institute is able to meet the student's individual needs and workplace requirements (if applicable).

Selection Process: process undertaken to assess the suitability of the applicants for a program according to specified selection criteria, and subsequent notification of applicant's eligibility to enrol.

SMS: Student Management System

5. Requirement

Application procedures shall be student-focused, consistently applied and equitable.

All applications shall be treated fairly, with respect and sensitivity, and in accordance with the Institute's Privacy Policy.

Applications for admission shall be lodged according to the relevant guidelines provided to the applicants in the Student Prospectus.

The Institute reserves the right to request additional information from applicants which may be relevant to their application, including documentation of previous academic records or other supporting documentation including medical records in case of Special Consideration applications on any of the established grounds for Special Consideration.

The Institute reserves the right to request applicants' authorisation to obtain further information from relevant third parties, where necessary, regarding their application.

Applicant's personal information shall remain confidential, protected and will only be utilized as per the Privacy Policy the Data Provision Requirements 2012.

6. Application method

All enquiring students will receive Student Prospectus/Handbook, Application and the relevant policies and procedures can be accessed online at Opengate Institute website.

Applicants must sign and date the application form and attach all supporting documents including if applicable:

Certified academic transcripts,

Evidence of English language level

Certified educational or academic certificates

Pre-Training Review Form,

Other documents that may be required include:

Academic transcripts from previous educational institutions (if applying for RPL)

Application can be made by email, fax or in person or through an authorized representative. Upon receipt of the application, a student file is created, and relevant details recorded using a Student Application Checklist.

7. Selection Process

Based on the selection and entry requirements for the course, the Manager must review and assess the application and determine whether a Letter of Offer should be made. To be accepted, the applicant must meet the following:

(i)   Academic Entry Requirements

Students must meet a minimum academic requirement to get admission to Opengate Institute Certificate in Sandtray Therapy. The table below summarizes the academic entry requirements. Applicants must refer to detailed information on individual course for additional course-specific requirements.

Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher
Advanced Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Diploma or higher

LLN Foundation Skill

Level 4 or equivalent for direct entry into a VET course ASQF level 8

Entry requirements

Entry to this qualification is open to individuals who:

hold an undergraduate degree or higher qualification in Counselling, Psychology, Social Work, Social Science or equivalent or

hold a Diploma of Counselling from the CHC Community Services Training Package or equivalent or

hold an undergraduate degree or postgraduate qualification in a discipline related to work in the community or mental health sector or

hold Diploma of Child, Youth and Family Intervention or equivalent or

a qualification at diploma level or higher in a discipline related to counselling work

or

can provide documented evidence of previous experience in psychotherapy/counselling environment in a job role involving the self-directed application of knowledge with substantial depth in area of Sandtray or Sandplay method, the exercise of independent judgement and decision making, and a range of technical and other skills.

Requirements prior to the start of work placement component 120 hours Sandtray Therapy include:

- A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate
- A satisfactory and valid Working with Children Check
- Students must meet any regulatory and workplace requirements
- recognition of other AQF qualifications, Recognition of Prior Learning
- Legislative and regulatory education guidelines and requirements.

The manager must use the Student Application Checklist to ensure that all required documents are received at the time of application assessment.

All application details must be entered into the Institute's Student Management System (SMS) and all documents must be filed.

8. Issuing the Letter of Offer

Opengate Institute will issue Letter of Offer to successful applicants. The offer letter includes all detailed instructions and conditions for accepting the student agreement (student agreement is incorporated in the

offer letter itself). The Manager must sign the Letter of Offer and/or the Student Agreement to be sent to the applicants.

• Applicants who do not meet the entry requirements will be notified in writing. Where applicable, unsuccessful applicants shall be offered alternative study options.

• The Letter of Offer and Student Agreement letter are sent via email to the students or their nominated representative.

• A copy of the Letter of Offer and Student Agreement are kept in the student file/profile.

9. Acceptance of the Letter of Offer

Applicants must accept a Letter of Offer by the due date and by returning the signed Student Agreement form.

10.Cancellation of the letter of offer

Opengate Institute reserves the right to withdraw an offer of admission and cancel the enrolment of any student where/when the Institute identifies such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or an applicant's representative.

11.Issuing the Confirmation of Enrolment Letter

The Institute shall send Conformation of Enrolment letter once the signed Student Agreement along with the confirmation of the payment of the fees is received.

Accounts Department will confirm receipt of tuition fees and approve issuance of confirmation of enrolment.

Prior to the issuance of the COE, the student application file is checked to ensure all requirements are met. This is usually done using the Student Application Checklist.

The COE is then sent to the student, or the authorised representative, via email.

A copy of the COE is filed in the student file and the SMS is updated.

12.Deferral

Applicants shall be advised in the Student Prospectus/Handbook of their right to defer and the process for deferral.

Applicants wishing to defer must follow the Deferral Policy available on the institute's website or by contacting Student Services.

Confirmation of a deferral is sent in writing to applicants.

Deferred applicants shall be requested by mail to confirm their intention to take up their place prior to enrolment. Applicants who do not confirm their place, as instructed in this letter, will lose it.