



Dental Nursing Australia Admissions and Student Selection Policy and Procedure

Scope

Dental Nursing Australia (DNA) entry requirements and admission procedures are intended to be flexible and easy to use to allow students from a wide variety of educational and cultural backgrounds to access our courses. The policies and procedures provide a framework to ensure efficiency, equitable admissions and selection process for Students. The procedures and policies are utilised by managers and the administration staff when enrolling new students and assessing applications, issuing letters of offer and reviewing Acceptance of Offer Contracts.

This policy supports standards 5 – RTO standards 2015 – Each learner is properly informed and protected. This relates specifically to the information provided to student prior to commencement.

Admission process

Admission is offered to applicants in the course of choice who meet the applicable entry criteria for both academic and English entry requirements.

Students who do not meet the initial entry requirements

Those students who do not meet the entry requirements because of age, prior experience may be accepted at the discretion of the CEO. Those who do not meet the English requirement can be provided with additional English external programs to enhance their English prior to commencement or demonstrate English ability with an internal assessment of written and verbal activities at the college.

Students are not discriminated against with limited Language Literacy and Numeracy skills and internal and external support process is implemented, once this has been identified.

Applicants must complete and return the Application Form either as hard copy or online and fill in all sections and provide all required information.

Applicants with disabilities

Applicants with disabilities should indicate on their application their disability status. Such students may be asked to provide further details of their disability in order to assess whether they are required any study support requirement(s). These students will not be discriminated against, though some training programs are unsuitable due to safety with regard to some disabilities. The CEO reserves the right to reject an application on the grounds that it would not be either in the best interest of the college and / or the student to do so. Students with special needs will be provided with additional support services where required.

“The Letter of Offer” and application form includes the following:

- Identify the course and course codes in which the student is to be enrolled and any conditions applicable to their enrolment
- The estimated duration of the course if undertaken full-time or part-time
- Facilities and location(s) for training and assessment
- Modes of study and assessment
- Fee policies and an itemised list of course fees payable by the student
- Provide information in relation to refunds of course money
- Set out the circumstances in which personal information about the students may be shared between the Australian Government and designated authorities.
- Advise the student of his or her obligations and the requirement to notify the registered provider of change of address while enrolled in the course
- Provider default
- Appeals and complaints, cancellation and deferment procedures
- Admissions and academic requirements
- Recognition of prior learning and course credit
- Obligations for parents/guardians of students under 18 years of age
- Contact details of any relevant third party, if applicable
- Student check lists
- Statement that- “This agreement does not remove the right of the student to take action under the Australian Consumer Protection laws”

Student check list should include assisting with ID and USI:

1. Enrolment fee: \$95 AUD
2. Copy of academic documents
3. An original, completed, signed and dated application form
4. Signed offer letter with fee outline
5. Signed acceptance agreement
6. Copies of any concession cards

Please note: originals or certified copies may be requested on Orientation day.


Students should have received from DNA:

1. Acceptance Agreement
2. Application form
3. Information brochures regarding the courses you are interested in
4. Offer Letter with fees outlined
5. Tax invoice
6. Access to the Student handbook and other policy documents on our web site www.dentalnursingaustralia.com.

What Students need to:

- Read the brochure information
 - Read and complete the Acceptance Agreement
 - Return the entire Agreement to: DNA, P.O. Box 69, Belmont, 6984, W.A. Australia
Email: admin@dentalnursingaustralia.com with payment of fees outlined in tax invoice.
- Check off the documents on your check list, that you may also need to send through.

Should students require any assistance or have any questions they are to phone:
1300855503 or International calls +618 9479 4870, Email:
admin@dentalnursingaustralia.com

Provider No: 52256

Success Training Company Pty Ltd
Dental Nursing Australia
Policies and Procedures
Policy Title: Admissions, Student Selection Policy and Procedure
Policy Number: Vol: 7 0415 ASSPP SL
Policy Date April 2015
Policy Renewal April 2016
Responsibility: Compliance Manager

Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 1		
Version 2		
Version 3		
Version 4		
Version 5		
Version 6		
Version 7	July 2014	Minor updates
Version 8	April 2015	ID and USI changes & include further information for clause 5.2