

	Document Name	Student Selection and Admission Policy
	Document No.	FM-134
	Reviewed by	Systems Manager on 02/04/2026
	Authorised by	CEO on 05/04/2026
	Comment	It is the responsibility of the recipient to identify/control superseded documents

INTRODUCTION

GEM College is committed to fair, transparent and informed student selection and admission. The purpose of this policy is to ensure that prospective students receive sufficient information to make an informed decision and are admitted only where the proposed training product is suitable for them.

This policy applies to all prospective students seeking admission to nationally recognised training delivered by or on behalf of GEM College. It applies to fee-for-service and government-funded enrolments and to employees, contractors and third parties involved in student recruitment, selection or admission.

This policy supports Standards 2.1 to 2.5 of the National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025. It also supports applicable requirements relating to marketing, student identifiers, prepaid fees, privacy, equal opportunity, government funding and training-product entry or licensing requirements.

DISCUSSION

GEM College bases admission decisions on published requirements, relevant evidence and the individual applicant's circumstances. Selection is intended to establish whether the applicant meets applicable requirements and whether the training product and proposed delivery arrangements are suitable for them.

1. Information before enrolment

Before an applicant enrolls or is required to pay fees, GEM College provides clear, accurate and current information about the proposed training, including:

- The training product code and title;
- Duration, delivery mode, location and expected time commitments;
- Entry and prerequisite requirements;
- Training and assessment arrangements;
- Work-placement requirements, where applicable;
- Licensing, screening or occupational requirements, where applicable;
- Required equipment, materials and technology;
- Available training support and wellbeing-support information;
- Fees, payment terms and refund arrangements;
- Relevant government funding or subsidies;
- Recognition of prior learning and credit-transfer opportunities;
- Any third party involved in delivering services; and
- Student rights, responsibilities, complaints and appeals.

GEM College does not guarantee admission, successful completion, government funding, work placement, licensing or employment outcomes.

2. Entry requirements

Applicants must meet the entry requirements applicable to the training product.

Entry requirements may arise from:

- The relevant training product;
- Licensing, regulatory or occupational requirements;
- Government funding requirements;
- Required prior qualifications, skills or experience;
- Work-placement requirements;
- Language, literacy, numeracy or digital-literacy demands;
- Safety considerations; or
- Requirements reasonably necessary for participation in the proposed mode of delivery.

Entry requirements must be relevant, lawful, published and applied consistently. GEM College will not impose requirements that unnecessarily or unreasonably restrict access to training.

Eligibility for government funding is separate from suitability for admission. An applicant who is not eligible for funding may be offered a fee-for-service place where the training is otherwise suitable and available.

3. Suitability review and interview

Before making an admission decision, an assigned GEM Team member reviews the applicant's skills and competencies and conducts an interview or suitability discussion.

The review considers, as applicable:

- The applicant's reasons for undertaking the training;
- Previous education, training and experience;
- Language, literacy, numeracy and digital literacy;
- The demands of the training product;
- The proposed delivery mode and schedule;
- Access to required technology, equipment or work environments;
- Work-placement or industry requirements;
- Any disclosed support or reasonable-adjustment needs; and
- Any other matter directly relevant to successful and safe participation.

The review is not intended to determine whether an applicant is already competent. An applicant seeking recognition for existing skills or experience may apply for recognition of prior learning under GEM College's Assessment Policy and associated process.

The assigned GEM Team member may request additional information or specialist advice where this is reasonably required to make an informed decision.

4. Support reasonable adjustment and equitable access

GEM College provides applicants with an appropriate opportunity to disclose disability, support needs or other circumstances that may affect their participation.

Where a need is disclosed, GEM College will consult with the applicant about available support or reasonable adjustment.

Reasonable adjustment may be provided where it enables access and participation without:

- Removing an essential training-product requirement;
- Lowering the required standard of competency;
- Compromising assessment integrity;
- Creating an unacceptable safety risk; or
- Imposing unjustifiable hardship.

Where a requested adjustment is not appropriate or possible, GEM College will consider reasonable alternatives and explain the reasons to the applicant.

Admission decisions must comply with GEM College's Fair Treatment and Equal Opportunity Policy. An applicant will not be refused admission because of a personal characteristic unrelated to their ability to meet the essential and lawful requirements of the training.

5. Industry screening and placement requirements

Some training products require students to obtain checks, clearances, licences or other approvals before undertaking work placement or participating in particular activities.

These may include:

- A National Police Check;
- A Working with Children Check;
- An NDIS Worker Screening Check;
- Health or immunisation evidence;
- A driver's licence; or
- Another industry or regulatory requirement.

Course information will explain whether a requirement must be met before admission, before work placement or before obtaining an occupational outcome.

GEM College does not control decisions made by external screening, licensing, placement or employment bodies and cannot guarantee that an applicant will obtain the required approval.

Information disclosed through a screening process will be considered individually and confidentially. It will not automatically result in refusal of admission unless exclusion is required by law or the applicant cannot meet an essential requirement and the associated risk cannot be reasonably managed.

6. Admission decision

The assigned GEM Team member who conducts the suitability interview is authorised to make the final admission decision.

That person must:

- Consider all relevant information;
- Apply the published requirements consistently;
- Act impartially;
- Avoid irrelevant or discriminatory considerations;
- Consider available support and reasonable adjustment;
- Seek additional advice where necessary;
- Document the decision and its principal reasons; and
- Disclose any actual, potential or perceived conflict of interest.

Where a conflict of interest could reasonably affect the decision, the application must be referred to another authorised GEM Team member.

The admission decision may be:

- Approved;
- Approved subject to clearly stated conditions;
- Deferred pending further information or completion of a requirement;
- Redirected to a more suitable training product or pathway; or
- Declined.

A conditional admission must identify what the applicant is required to do and when the condition must be satisfied.

7. Communicating the outcome

Applicants will be informed of the admission decision within a reasonable timeframe.

An approved applicant will receive information about:

- The training product and commencement arrangements;
- Fees and payment requirements;
- Any funding status;
- Any conditions of admission;
- Outstanding evidence or actions;
- Enrolment documentation; and
- Induction arrangements.

Where admission is deferred, redirected or declined, GEM College will advise the applicant of:

- The decision;
- The principal reasons;
- Any further evidence or action that may permit reconsideration;
- Any suitable alternative known to GEM College; and
- Their right to make a complaint or appeal.

GEM College may decline admission where the applicant:

- Does not meet an essential entry or prerequisite requirement;
- Has not provided sufficient information to make an informed decision;
- Is not suited to the training product or proposed delivery arrangement;
- Cannot meet an essential placement, licensing or safety requirement;
- Requires support that GEM College cannot reasonably provide;
- Would face a risk that cannot be reasonably controlled; or
- Applies for training that is unavailable or at capacity.

8. Limited places

Where places are limited, GEM College will apply a selection method that is established before applications are assessed.

The method may be based on:

- The order in which complete and eligible applications are received;
- Published merit criteria;
- Government funding priorities;
- Employer or apprenticeship arrangements; or
- Another lawful and documented basis.

Applicants within the same selection category will be treated consistently.

9. Student Identifier privacy and records

Applicants are required to provide a Student Identifier unless an applicable exemption exists. GEM College will verify that the identifier belongs to the applicant before using it.

GEM College may assist an applicant to create a Student Identifier and will obtain written authorisation before creating one on the applicant's behalf.

Personal information collected during selection and admission will be managed in accordance with GEM College's Privacy and Personal Information Policy. Information about disability, health, criminal history, funding or support needs will be accessed only by persons who require it for an authorised purpose.

GEM College retains sufficient records to demonstrate:

- The information provided to the applicant;
- The requirements applied;
- The suitability review undertaken;
- Support or adjustment considered;
- The admission decision and reasons; and
- The outcome communicated to the applicant.

10. Complaints and appeals

An applicant may complain about the selection or admission process or appeal an admission decision under GEM College's Feedback, Complaints and Appeals Policy and associated process.

An appeal will be considered by a person who was not responsible for the original admission decision.

An applicant will not be victimised or improperly disadvantaged for making a complaint or appeal.

SUMMARY

GEM College selects and admits students through a fair and transparent process based on published requirements, relevant evidence and the individual applicant's circumstances.

The assigned GEM Team member conducts the suitability interview and makes the final admission decision. That person must act impartially, consider available support and reasonable adjustment, document the decision and refer the application where a conflict of interest exists.

In particular:

- Applicants receive relevant information before enrolling or paying fees;
- Entry requirements must be lawful, relevant and consistently applied;
- Funding eligibility is considered separately from admission suitability;
- Each applicant's skills and competencies, including language, literacy, numeracy and digital literacy, are reviewed;
- Applicants are advised whether the proposed training product is suitable;
- Support needs and reasonable adjustment are considered;
- Industry screening and placement requirements are clearly explained;
- Admission decisions and reasons are documented and communicated;
- Personal information is protected; and
- Applicants may complain or appeal, with an appeal considered by someone other than the original decision-maker.



Chief Executive Officer - Monique McCloskey