

<b>SA.41</b>	<b>DOMESTIC STUDENT ENROLMENT</b>		
<b>APPROVED BY</b>	<b>ACADEMIC BOARD</b>	<b>VERSION</b>	<b>v.1 2022</b>
<b>REVIEW STAKEHOLDERS</b>	▪ TE TAIURUNGI/PRINCIPAL	Last reviewed	
	▪ ACADEMIC DEAN	Published	July 2022
	▪ ADMINISTRATION TEAM LEAD	Review period	3 YEARS
		Next review	2025
<b>PURPOSE</b>	The purpose of this policy is to outline the process by which domestic students enrol in programmes or courses at BTI.		

## PURPOSE

This policy outlines the process for domestic students to enrol in BTI programmes or courses.

## POLICY

- 1 Student application is facilitated through the BTI website.
- 2 The applications administrator is responsible for all student/BTI communications once an application has been lodged.
- 3 Where required, the applications administrator is responsible for collating relevant referee reports, police vetting, arranging pre-competency testing and scheduling interviews.
  - a) In SoTE where competency testing is required by TCANZ, all tests will be marked by the programme lead.
  - b) If a candidate does not meet the testing requirements, educators will discuss suitability for the Level 4 programme or the opportunity to resubmit.
  - c) In some programmes, an interview is required to determine applicant suitability.
- 4 Once the applications administrator has been advised of the application outcome, students are contacted with decisions regarding studentship.
- 5 Following acceptance of a studentship offer, the applications administrator completes enrolment and transfers student information to the programme administrator.
- 6 If any outstanding documentation is still required, the applications administrator follows up before closing the application once all paperwork is complete

## GUIDELINES

Application process for Social Practice (Counselling & Social Work), NZ Certificate and Professional Practice	Application process for Teacher Education (ECE, Primary and Secondary)
<ul style="list-style-type: none"> <li>• Applicant submits an online application</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant submits an online application.</li> </ul>
<ul style="list-style-type: none"> <li>• Notification of application is received and referee(s) are emailed by the applications administrator requesting a reference form to be completed for application. Applications administrator creates and stores application documentation in a Student File on SharePoint and updates Student File and EBS Learner Details accordingly throughout the process.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of application is received and referee(s) are emailed by the applications administrator requesting a reference form to be completed for application. Applications administrator creates and stores application documentation in a Student File on SharePoint and updates Student File and EBS Learner Details accordingly throughout the process.</li> </ul>
<ul style="list-style-type: none"> <li>• When sufficient application documentation is received, the application administrator contacts applicant to arrange an interview. Applications administrator arranges interview between applicant and interviewer. Applicant is interviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Applications administrator contacts applicant to arrange for Pre-Entry Competency Testing. Applicant completes tests and tests are checked by designated educator. If tests are passed the application can proceed to interview and if tests are not passed then revision testing is arranged.</li> </ul>
<ul style="list-style-type: none"> <li>• Applications administrator receives outcome of interview for applicant from the interviewer</li> </ul>	<ul style="list-style-type: none"> <li>• When sufficient application documentation is received and Pre-Entry Competency Testing process is completed, the application administrator contacts applicant to arrange an interview. Applications administrator arranges interview between applicant and interviewer. Applicant is interviewed.</li> </ul>
<ul style="list-style-type: none"> <li>• If successful: Applicant is emailed an offer of studentship place from the applications administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Applications administrator receives outcome of interview for applicant from the interviewer.</li> </ul>
<ul style="list-style-type: none"> <li>• Applicant accepts studentship</li> </ul>	<ul style="list-style-type: none"> <li>• If successful: Applicant is emailed an offer of studentship place from the applications administrator.</li> </ul>
<ul style="list-style-type: none"> <li>• Applications administrator completes application process and emails programme administrator to commence enrolment process.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant accepts studentship</li> </ul>
<ul style="list-style-type: none"> <li>• Applications administrator follows up on any outstanding required documentation for the application</li> </ul>	<ul style="list-style-type: none"> <li>• Applications administrator completes application process and emails programme administrator to commence enrolment process</li> </ul>
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