



Applications for Admission of Young People Under 17 Procedure

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1. Associated Policy

These ***Applications for Admission of Young People Under 17 Procedures*** have been developed in conjunction with the ***Applications for Admission of Young People Under 17 Policy***.

2. Scope

Where this policy refers to CIT, it includes CIT Solutions.

This policy applies to:

- all training package qualifications, accredited courses and units of competency on CIT's scope of registration.
- all courses approved by the ACT Board of Senior Secondary Studies for delivery by CIT including the year 12 program offering the ACT senior secondary certificate
- all young people under the age of 17 years seeking to apply for admission to CIT irrespective of the Australian state or territory of residence
- all staff involved in processes for the admission to CIT of young people aged 15 or 16 years.

The scope of the policy is impacted by legislative, regulatory and internal business process considerations and these determine who and how CIT admits students.

The legislation of the Australian Capital Territory apply.

This policy does not apply to:

- young people under 16 years of age seeking admission to designated short courses linked to regulatory requirements for employment and listed on the CIT website including but not limited to:
 - general construction induction (white card training)
 - responsible service of alcohol
 - crystalline silica exposure prevention
 - working safely with asbestos containing materials
 - asbestos awareness
 - road ready learner licence course (ACT)
- young people under 17 years of age:
 - seeking admission to non-accredited adult and community education courses
 - participating in courses/programs at CIT under current contracts or memoranda of understanding (MoUs) between the ACT Education Directorate or other education sector organisations and CIT
 - participating in courses/programs at CIT under current contracts or memoranda of understanding (MoUs) between the ACT Corrective Services and CIT
 - participating in courses/programs at CIT under current service agreements for specific non-accredited training between the ACT Government or other education sector organisations and CIT
 - applying for admission to an accredited course offered by CIT Yurauna

3.1 Admission Requirements Matrix

CIT may consider applications for admission from young people 15 and 16 years of age where the following requirements are met.

#	Admission Requirement	15 years and is signatory to national training contract	16 years and full-time secondary school student with a plan approved to attend CIT	16 years and is a signatory to national training contract
1	The young person signs into an Australian Apprenticeship training contract that is approved by the State Training Authority.	✓	Not applicable	✓
2	The young person or the young person's parent/guardian makes application for admission to CIT in person at a campus of CIT or using digital meeting software with video capabilities.	Not applicable	✓	Not applicable
3	The young person participates in consultation between the employer (Australian Apprentices), current secondary school (ASbAs) and CIT regarding the proposed training plan.	✓	Not applicable	✓
4	The young person undertakes a CIT foundation skills assessment and achieves the ACSF language literacy and numeracy level requirements for the course chosen for admission.	✓	✓	✓
5	The young person or the young person's parent/guardian provides evidence requested by the CIT Admissions Panel to support the young person's suitability to engage in an adult learning environment.	Not applicable	✓	Not applicable
6	The young person: <ul style="list-style-type: none"> signs a copy of the CIT Student Code of Conduct and, the ACT Education Directorate code of conduct for Australian school-based apprentices (ASbAs). 	✓	✓	✓
7	The young person participates in consultation with CIT Admissions Panel			

#	Admission Requirement	15 years and is signatory to national training contract	16 years and full-time secondary school student with a plan approved to attend CIT	16 years and is a signatory to national training contract
	regarding the suitability of the proposed training plan.	✓	✓	✓
8	The young person meets with the CIT careers advisor	Not applicable	✓	Not applicable

3.2 Procedures

Step	Action	Responsibility
1	Research study options at CIT. Meet with school careers advisor to discuss study options, including how apprenticeships and traineeships work. Seek information about courses from CIT website or CIT campus staff.	Applicant for admission
2	If apprentice or trainee go to step 4 All other applicants apply for admission providing date of birth as aged 15 or 16 via infoline@cit.edu.au	Applicant for admission
3	Enrolment system puts a hold on application for admission proceeding based on age.	CIT infoline Banner Team
4	Apprentice or trainee <u>only</u> (including school-based apprentice or trainee) Gain employment and sign an Australian Apprenticeship Training Contract with the employer nominating CIT as your training provider.	Applicant for admission
5	Apprentice or trainee <u>only</u> (including school-based apprentice or trainee) Receive (but do not accept) the approved Australian Apprenticeship Training Contract from the State Training Authority and inform the teaching college that the apprentice or trainee is 15 or 16 years old.	CIT Apprenticeships and Traineeships



Step	Action	Responsibility
6	<p>Advise the applicant in writing, providing access to the CIT <i>Applications for Admission of Young people Under 17 Policy</i> and confirm:</p> <ul style="list-style-type: none"> • CIT requirements for an application to proceed including required approvals from the ACT director-general for education • if the applicant is willing to proceed with providing evidence as detailed in the <i>Admission Requirements Matrix</i>. <p>Refer: <i>3.1 Admission Requirements Matrix</i>.</p>	<p>Student Services team</p> <p>College Support Staff</p>
7	Where the applicant agrees to proceed advise the relevant College Director	<p>Student Services team</p> <p>College Support Staff</p>
8	<p>Assemble the Admissions Panel including:</p> <ul style="list-style-type: none"> • the relevant Head of Department for the teaching area for the proposed course of study (Chair) • a representative CIT Student Support • a representative CIT foundation skills • a representative CIT Apprenticeships and Traineeships (for Australian School-based Apprentices only) • CIT Yurauna employee representative (First Nations applicants only). 	College Director
9	<p>Contact applicant confirming:</p> <ul style="list-style-type: none"> • evidence required by CIT for the application to proceed • attendees to meet with the Admissions Panel • date of the meeting with the Admissions Panel. <p><i>Note: the Admissions Panel will meet within 10 working days upon receiving required documents.</i></p>	Head of Department as Chair of the Admissions Panel
10	Provide evidence required to the Admissions Panel by the due date.	Applicant for admission

Step	Action	Responsibility
11	<p>Consider the evidence provided and make a risk assessment regarding the suitability of the applicant for admission to an adult learning environment.</p> <p><i>When considering the application the panel will look at principles of adult learning. Has the applicant provided evidence to demonstrate they :</i></p> <ul style="list-style-type: none"> • <i>can be self-directed (able to take responsibility for their own learning)</i> • <i>self-motivated</i> • <i>are capable of developing the skills requirements of the course of study</i> • <i>are able to process knowledge and contextualised the knowledge to their immediate needs and the requirements of the course of study</i> • <i>have a level of personal experiences they can draw on that may assist them to synthesise the learning</i> <p><i>Note: if the Admissions Panel cannot make a determination regarding admission of the applicant, further evidence can be requested.</i></p>	Admissions Panel
12	<p>Convene a meeting with the young person, parent/guardian if deemed necessary.</p> <p>Consider the application and provide the recommendation of the Admissions Panel to the College Director.</p> <p><i>Note: the recommendation of the Admissions Panel may consider conditions. For example LLN support to be provided or behavioural requirements.</i></p>	Admissions Panel Chair
13	<p>Decide whether to accept or reject the application for admission.</p> <p>Advise the Academic Registrar and the ACT Education Directorate of the outcome of the request for admission and the deliberations of the Admissions Panel.</p>	College Director
14	<p>Admit the applicant and advise the applicant in writing regarding the outcome of the application for admission.</p> <p>Advise the College Director and Head of Department the student has been notified and admitted to the course.</p>	Academic Registrar

Step	Action	Responsibility
15	<p>Advise Student Services team and CIT Apprenticeships and Traineeships of the outcome of the application.</p> <p>Enable access to the enrolment system for the application to proceed.</p> <p>Communicate progress of the enrolment to the HoD and teaching team, including any support requirements.</p> <p>Where the application is unsuccessful, disallow the application to proceed.</p> <p>Refer: Admission and Enrolment Policy</p>	College Support Staff
16	<p>Apprentice or trainee only (including school-based apprentice or trainee)</p> <p>Accept or reject the training contract with the State Training Authority.</p> <p>If the training contract is accepted, admit the student in the Student Information System.</p>	CIT Apprenticeships and Traineeships
17	Retain all correspondence and evidence provided regarding the application and store in a centralised location.	Student Services team
18	Complete and submit Under 17 Year Old ALERT Form	Educator and student

4. Documentation

4.1 Legislation/Regulation

- [Children and Young People Act 2008](#)
- [CIT Act \(1987\) ACT](#)
- [Education Act 2004 \(ACT\)](#)
- [Legislation Act 2001 \(ACT\)](#)
- [National VET Regulator Act 2011 \(Clth\)](#)
- [Education Act 1990 No 8 \(NSW\)](#)
- [Training and Tertiary Education Act 2003 \(ACT\)](#)

4.2 Policy and Procedures

- *Applications for Admission of Young people Under 17 Policy*



- [Admission and Enrolment Policy](#)
- [Admission and Enrolment Procedure](#)
- [Apprenticeships and Traineeships Policy](#)

4.3 Documents

- Admissions Panel Guidelines
- CIT Under 17 Year Old Alert form
- [Responsibilities in the Learning Environment](#)
- [Keeping Children and Young People Safe](#)
- [Apprenticeships and traineeships - eligibility and approval requirements \(NSW\)](#)
- [Education Standards Authority \(NSW\) VET Stage 5](#)
- Current Short Form Contact ACT Education Directorate and CIT for Vocational Learning Programs for ACT Public Schools
- Current Services Agreement ACT Government and CIT – Workforce Attraction Workshops

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms. The following definitions are provided in the context of this policy.

Adult	Any reference in this policy to an adult means an individual who is at least 18 years old. (<i>Legislation Act 2001 (ACT)</i>)
Approval Statement	See Part 2.4 Education Act 2004 (ACT) and legislation relevant to other states and territories.
Compulsory education age	For the purposes of this policy CIT adopts the meaning of compulsory education age within the Education Act 2004 (ACT) whereby a young person is of compulsory education age if the person is at least 6 years old and under the age that the first of the following happens: <ul style="list-style-type: none"> (a) the young person is 17 years old (b) the young person completes year 12.
Exemption Certificate	See Part 2.3 Education Act 2004 (ACT) and legislation relevant to other states and territories.
Young person	For the purposes of this policy, a young person is defined as a person who is 12 years old or older, but not yet an adult. (<i>Children and Young People Act 2008 Sect 12 (ACT)</i>).