

Conwal and Associates Pty Ltd trading as the Conwal Institute RTO 31190 is committed to ensuring that prospective students, enrolling into a Diploma qualification are fully informed of the qualification they are enrolling into and are deemed to be academically suited to meet the requirements of diploma level study and complete the qualification that they are enrolling into.

Conwal Institute Student Entry Procedure:

You must meet all of the following criteria:

- 18 years or above (prospective students who are aged 16-18 years must have parental consent to enrol¹)
- Specific course entry requirements per qualification²

And you must meet one of the following criteria:

- Completed Australian year 12 and are able to provide a copy of your senior certificate of education; OR
- Certificate IV or above in any discipline³; OR
- Assessed as competent at Australian Core Skills Framework (ACSF) exit level 3 or above for reading and numeracy⁴

And you must supply the following:

- Proof of Australian Permanent Residency/Australian Citizenship⁵
- Proof of ID
- Unique Student Identifier

¹ All qualifications require applicants who are under 18 years of age to have parental consent in writing.

² Please refer to each qualification page on our website for specific course entry requirements, and confirm with your Course Advisor you are able to meet these.

³ This option is not available for students that wish to apply for VET FEE-HELP Assistance.

⁴ This will be demonstrated through independently completing 2 short assessments from the Core Skills Profile for Adults (CSPA) as part of the enrolment process, through the ACER or BKSB tool.

⁵ Students who wish to apply for a VET FEE-HELP Assistance Loan for their tuition fees must provide evidence that they are an Australian citizen, permanent humanitarian visa holder (resident in Australia for the duration of the units) or are an eligible New Zealand Citizen.

Enrolment procedure:

Once the above criteria has been met you can apply to enrol.

You will then need to follow the appropriate enrolment steps, enter your personal details, choose your payment option and read and agree to the terms and conditions.

Once you have successfully completed the enrolment, you will be enrolled in all of the outlined course of study units, pending confirmation that you meet the entry requirements. You will be sent an email confirming your offer of enrolment, official course start date and outlined conditions that must be met, this email also contains your login details and our user guide to help you get started.

It will then be your responsibility to engage in your studies and complete units in a timely manner.

If you have indicated that you will need to complete the ACSF LLN assessment (as per entry requirements above) you will receive a second email with instructions for logging in and completing this. This assessment is completed through the Australian Council for Educational Research (ACER) and you must complete it independently. Your results will be reported to you as soon as possible after completing the assessment.⁶

⁶ Your results will also be made available to the secretary upon request.

Information for Students who are interested in applying for VET FEE-HELP Assistance.

If you have indicated that you would like to apply for a VET FEE-HELP assistance loan for your tuition fees 2 business day after receiving your offer of enrolment you will be sent a VET FEE-HELP loan form. The 2 business days is a mandatory cooling off period which ensures that you have ample time to consider your enrolment and your obligations if you decide to take out a VET FEE-HELP loan.⁷

Important information:

You will be provided with all of the necessary information related to your chosen qualification to ensure that this is the right course for you. This includes but is not limited to, qualification cost, duration, units required. It is your responsibility to make sure you read this information carefully so you can make an informed choice to enrol.

As Conwal Institute's qualifications are online you will need to be able to have regular access to a computer and the internet. Please ensure you are able to meet this requirement.

Some qualifications have a practical placement requirement. Please refer to each qualification page on our website for specific details to ensure you are able to meet these requirement.

Students may be required to participate in a language literacy and numeracy task to ensure that the level of qualification they have selected is appropriate for their study needs.

⁷ For questions or further details, please contact your Course Advisor on 07 3199 9650 or email support@conwalassociates.com.au