Student Entry and Enrolment Kaupapa here|Policy			
Policy Type:	*Student*		
Policy Title:	Student Entry and Enrolment		
Policy Owner and contact person:	Head of Sales		
Version:	1		
Approval Date:	01/05/2023	Next review date:	01/05/2026
Effective from:	01/05/2023		
Other Related Internal Policies and Tūkanga|Procedures/Documents			
Special Admissions Form			
Relevant External Rules and Guidelines			
Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 Education and Training Act 2020 Education and Training Amendment Act 2021 Disability Action Plan 2019-2023			

Amendments			
Version	Effective from date	Created by	Reason for review/change
1		Quality & Risk	

Scope of the Kaupapa here|Policy

The Student Entry and Enrolment Policy applies to:

- All Yoobee Colleges Ltd (hereafter referred to as Yoobee) sales kaimahi
- All ākonga wishing to enroll in Yoobee programmes

The authority of a policy is established when it is formally approved by the Te Poari Mātauranga | Academic Board.

Pūtake|Purpose

The purpose of this policy is to:

- articulate the rules governing entry requirements and ākonga enrolments

Mātāpono|Principles of Kaupapa here|Policy Development

Policy development and review is a process driven by the need for:

- Yoobee to provide adequate and appropriate information to ākonga on its programmea and qualifications to allow ākonga to make an informed choice for enrolment. All entry requirements, either minimum or programme specific, are clearly stated in the prospectus, on the website, and in all programme brochures.
- Yoobee to support ākonga in achieving their educational and vocational aspirations, regardless of any impairments that are unrelated to their goals. Yoobee will actively work to identify and remove any institutional barriers that may lead to inequality in selecting, entering, or enrolling ākonga, regardless of their background.

Kaupapa here|Policy Statements

- Ākonga are eligible to be admitted to programmes where they meet all entry requirements. Ākonga may be refused entry if:
  - they do not meet the published entry requirements
  - they have criminal convictions that would prevent them from meeting the requirements of an external registration or licensing body or meeting the requirements for work placements
  - they do not meet immigration and visa requirements
- Ākonga may be refused entry to a programme if they have previously been refused entry or excluded from a Yoobee programme or have been refused entry to a programme by another education provider or have been excluded or expelled by any other education provider for any reason. All exclusions must be authorised by the Campus Manager.
- Domestic ākonga under the age of 16 years on the first day of programme commencement will not be considered for enrolment except in exceptional circumstances and where an exemption is in place. Enrolment exemptions must be authorised by the Campus Manager.

- International ākonga under the age of 18 years on the first day of programme commencement will generally not be considered for enrolment. Exceptions may be made for offshore enrolment, or for onshore ākonga who live with their parent/legal guardian. This is at the discretion of Yoobee.
- Any proposal to change the entry requirements of a Yoobee programme are made to Te Poari Mātauranga|Academic Board for discussion and a decision.

Enrolment process – domestic and international

- All ākonga applications for enrolment will be processed efficiently and according to the programme entry and admissions criteria and ākonga funding requirements.
- Where ākonga do not meet all entry requirements, they may gain entry under Special Admission conditions.
- Special Admission conditions will be approved at the discretion of the Campus Manager, where they are satisfied that the ākonga can undertake the programme. Documented evidence that supports the decision must be kept with the ākonga enrolment records.
- All international ākonga who have the appropriate visa/permit and meet the academic entry and English competency requirements shall be eligible for admission to a programme at Yoobee.

Kaupapa here|Policy Implementation

The process of implementation of the policy is:

- communication of the policy and procedures to all kaimahi
- ensure all kaimahi feel competent to follow the policy
- ensure line management kaimahi have received adequate training to embed the policy into their operations
- assess kaimahi ability to follow policy and support them to advance their knowledge as required
- policy is included in the on-going Process Maturity Assessment cycle

Roles and Responsibilities	
Everyone	- reading and understanding the policy, priciples, guidelines, and procedures outlined in this policy - implement the policy as business as usual - implementing policy in a manner that upholds Te Tiriti o Waitangi commitments
Quality and Risk Team	- ensuring that the policy is regularly reviewed to ensure it remains fit for purpose, clear and current - maintaining a system that reflects the policy and associated procedures, sets up (files) and tracks progress of its implementation, identifying and raising any systemic issues and concerns - periodic evaluations and reporting on the quality of outcomes and disseminating outcomes and sharing good practice

For all definitions please refer to the definitions Glossary