

CENTRE FOR HIGHER EDUCATION STUDIES

Enrolment Policy

BACKGROUND

The Centre for Higher Education Studies (CHES) is a new senior secondary school designed to further improve educational outcomes for high-achieving and high-ability students across Victoria.

CHES is a senior secondary provider with a specific purpose. In partnership with universities, CHES makes available Higher Education Studies (HES), which are first-year university subjects that allow students to gain ATAR points and university credits while completing their VCE studies. CHES also offers select VCE subjects Extended Investigation and Algorithmics. Students who undertake a HES or VCE subject at CHES will also have access to the Student Enrichment Series, which includes workshops, master classes, events, lecturing and mentoring.

To support rural and regional students, CHES programs are accessible through virtual platforms as well as on-site. Given its unique offering, the Minister for Education has approved special criteria for entry to a CHES program (TBC).

Students participating in CHES programs remain enrolled at their chosen secondary school and are supported to undertake a course at CHES as part of their VCE program. Working in close partnership with students' base schools, students will be enrolled in a CHES course for a fraction of their timetable (generally 20 per cent), with the remainder of their enrolment and timetable reflecting the subjects being completed at their base school. The Department of Education and Training's [Student Enrolment Census Policy – time fraction assessment](#) provides guidance on this arrangement. This dual enrolment approach preserves a student's important, established connections within their school community, whilst providing them with access to innovative teaching, learning and collaboration opportunities through CHES.

Purpose

The purpose of this policy is to specify entry criteria and student selection processes for students seeking enrolment at CHES and the evidence required to support enrolment.

Scope

The approach, to provide academic enrichment for high-achieving and high-ability students, is to complement the efforts of a student's existing government school therefore, CHES will not have a designated neighbourhood zone. CHES is a state-wide provider, meaning eligible high-achieving and high-ability students from across the State will be able to participate in CHES programs.

This policy applies to students seeking enrolment in a Higher Education Study (HES) delivered in partnership between a university and CHES, as well as the curated suite of VCE subjects provided by CHES.

ELIGIBILITY CRITERIA

The following entry eligibility criteria and student selection processes have been specified and by the Regional Director, South Eastern Victoria Region (as the Minister's delegate), in accordance with section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

Student Eligibility

Government school students

For students to be considered for a CHES program (HES or a VCE subject) current enrolment in a Victorian government school is required.

Further, where a student may already have a dual enrolment that reaches across the government, Catholic or independent school sectors, the student must be undertaking the majority of their studies at the government school. For example, if a student is currently enrolled in an independent school where the majority of their VCE studies are being completed but is also undertaking a subject through Virtual School Victoria or the Victorian School of Languages, this student would not be considered eligible for participation in a CHES program.

Students must maintain their enrolment in a Victorian government school (as their main school) for the duration of their course at CHES. Students who do not maintain their enrolment in a Victorian government school may be ineligible to continue their studies, or payment may be sought to fund their participation. The CHES principal will determine the most suitable approach in such a situation.

There is no limit on the number applications that can be received nor number of students that can be enrolled at CHES from any one school. Each and every application will be considered on its merits.

Base school support

For students to be considered for a CHES program, the express support of their base school Principal (or delegate) must be provided at the time of application. Students will not be considered eligible for consideration without this confirmation.

A member of staff at the student's base school must be nominated as their school supervisor. The nomination will be at the base school principal's discretion. The name and contact details of the school supervisor must be provided at the time of application.

At the time of application, the student's base school must demonstrate a willingness to actively support and/or supervise students during times of virtual learning and undertaking independent work tasks (an expected minimum of 50 hours per unit to align with VCAA requirements for a VCE study).

The enrolment handbook details the role of the school supervisor and financial support available to base schools through the Student Resource Package in recognition of the support provided to the student's CHES studies. This will provide clarity in expectations so that principals may make an informed decision about who is best placed to be nominated as a student's school supervisor.

The Department of Education and Training's [Student Enrolment Census Policy – time fraction assessment](#) provides guidance on the calculation of the Student Resource Package when a student is enrolled at more than one school.

Maximum course participation

Students will not be restricted from participating in more than one CHES course per year, however it will not be recommended.

Students interested in undertaking a VCE subject and a Higher Education Studies course through CHES must submit in writing a request to the CHES principal to outline their reasons for doing so. This should accompany their application.

To ensure equity of opportunities, students will not be permitted to undertake more than one Higher Education Studies unit per semester through CHES.

Eligibility of Year 10 students and below

As CHES is registered as a senior secondary school with a specific purpose, CHES courses are designed for senior secondary students (i.e., Year 11 or Year 12 students). Applications to undertake a CHES course from students in Year 10 or below will only be considered in exceptional circumstances, on a case-by-case basis.

To grant an exceptional admission, the CHES Principal will need to be of the opinion that the student's base school has taken all reasonable measures to provide the individual student with a pathway and learning opportunities within or through the school (including subject advancement, differentiation and enrichment opportunities through the Student Excellence Program or other relevant initiatives) prior to applying to undertake a course at CHES.

The student's base school principal must be supportive of the student's application and will need to acknowledge that they have considered and discussed with the student and their parent/carer the impact of participating in a CHES course on the student's academic and social needs as well as the student's program/timetable and pathway. The CHES principal may liaise with the base school principal to discuss potential issues with logistical arrangements and an application may be denied on this basis. For such cases, the student has the option to reapply in subsequent years.

Agreement to CHES enrolment requirements

Students, their parents/carers and their base school must confirm their agreement with the following conditions of enrolment:

Students:

- Enrolment information form to be completed and signed as appropriate
- Consent for CHES to share information regarding the student's application with their base school and liaise with the school as needed to confirm the suitability of the student
- Consent for CHES to share information regarding the student's application with universities where they have expressed an interest undertaking a Higher Education Study (HES).
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Parents/carers:

- Completed enrolment information form (including primary carer information)
- Consent for CHES to share information regarding the student's application with their base school and liaise with the school as needed
- Consent for CHES to share information regarding the student's application with universities where they have expressed an interest undertaking a Higher Education Study (HES).

Base schools:

- Nomination of a base school supervisor and agreement to support the student per the roles and responsibility documentation provided to the school
- Agreement to contribute where necessary to the cost of course delivery
- VCAA examination arrangements for studies taught at CHES (including the General Achievement Test (GAT) for students studying VCE Units 3 & 4 and the VCAA Critical Thinking Test for students studying VCE Extended Investigation)
- VASS administration arrangements, including that base schools are responsible for registering the student for VCE assessment
- Base schools are responsible for applying directly to the VCAA for any Special Provision requirements. School supervisors should inform CHES of any approved arrangements that are in place

- During the application process, the student's base school will be required to provide data, including the student's academic attainment results. No student data will be requested without the consent of the student and their parent/carer. The data collected through the application process will be held in accordance with the CHES Privacy Policy.

Additionally, individual study arrangements are considered and agreed between the student, parent/carer, base school, and CHES upon enrolment and induction. To formalise individual student study arrangements CHES will develop an Individualised Achievement Plan (IAP) which will include:

- Study arrangements (CHES program and delivery mode – face to face, virtual, or combination)
- Timetable requirements
- Travel arrangements (if applicable)
- Agreed communication methods between base school and CHES (who, what, when and how)
- Agreed communication methods between partner Universities and CHES (who, what, when and how)
- Reasonable adjustments (if required)

Student selection

CHES and CHES programs are specifically designed to cater for the needs of high-achieving and high-ability senior secondary school-aged students.

Students will not be required to undertake an entrance exam to inform the allocation of places to courses. Rather, CHES will consider a range of student attainment data, including NAPLAN, teacher assessments and VCE achievement data (where it exists). Students will also be required to provide a statement that outlines their desire to study at CHES and reflects their suitability to become a CHES student.

Students will apply for entry to a CHES program via the CHES website. The student application includes two parts; one section to be completed by the student and their parent/carer, and another by the student's base school which includes attainment data, details regarding special circumstances or considerations and a statement that confirms student suitability for a CHES program. Once an application is submitted, applicants will be provided with an individual applicant ID number for their reference.

The allocation of student places to CHES courses will be based on merit, with allowances made to ensure student selection is informed by the principles of excellence and equity. In the event that students have experienced extenuating or disadvantaged circumstances or backgrounds, this information will be taken into account in the allocation of places on CHES programs..

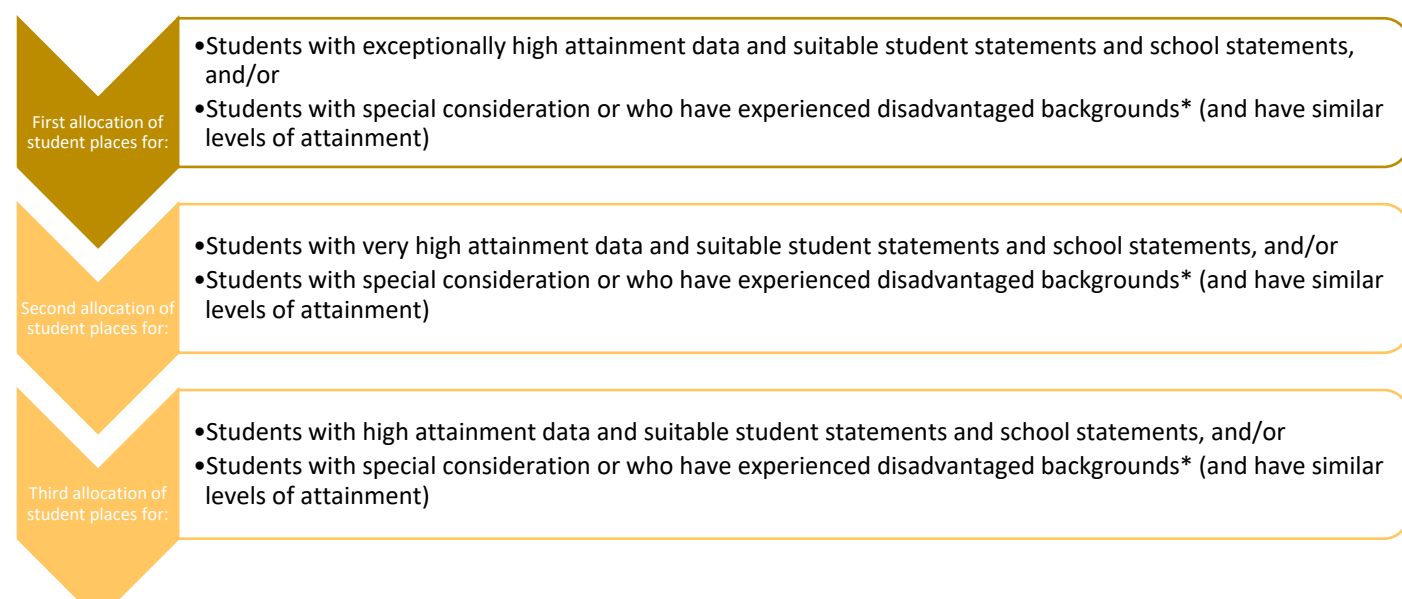
The CHES principal and a committee will review all student applications. Student attainment data will be considered alongside student and school statements. It is likely that CHES will experience fluctuations in the number of student applications it receives each year. As such, it is not possible to publish a minimum threshold that students will need to meet to guarantee entry, this will change year by year. Student attainment data is only one element that informs the selection process.

Additionally, where students have experienced extenuating circumstances, the school's statement can be used to ensure such information is considered in the selection process.

The CHES Principal reserves the right to request an interview with students for whom additional information is required to enable appropriate consideration of their application.

Once a student has been offered and accepts their place in a CHES course, formal enrolment documents will be provided for completion.

Figure one: Student selection summary



Special consideration and disadvantaged backgrounds may include students who are: financially disadvantaged, attending a regional or rural school or are of Aboriginal or Torres Strait Islander background. Additionally, CHES will seek to maintain a gender balance across its enrolments.

Confirming enrolment

A student's enrolment in a CHES program will only be considered finalised once:

- A student has accepted their offer per the process outlined in communication to the student and their parent/carer within the timeframe specified,
- The student and their parent/carer have provided CHES with necessary detail and documentation relating to: additional needs (health, learning, wellbeing) the student may have, access restrictions, medical history, emergency contact details and any other requests for such information within the timeframe specified
- Agreement with the CHES acceptable use of ICT policy within the timeframe specified, and
- A completed and signed Individual Achievement Plan within the timeframe specified.

ENROLMENT PROCEDURES

The CHES website and enrolment handbook should be consulted regularly by students, parents/carers and their schools to ensure that they are accessing the most up to date information.

Although the actual dates will change annually, the application window will open in June of each year and close in August. Students, their parent/carer and nominated school will be notified of the outcome of the application in October the year prior to commencing a course at CHES.

CHES will provide information on applications, outcomes and offers to students and parents/carers by email (and/or SMS technology to mobile phones) and as such students and parents/carers must contact CHES if there is a change in the mobile phone number or email address. It is the responsibility of parents/carers and students to monitor the receipt of emails at critical times including when offers are due to be communicated.

Confirmations of acceptance by the student and their parent/carer need to be made within 7 days of receipt of the letter of offer. Should any applicants who are offered a place decline for any reason, CHES may offer their places to other students in order of merit and in accordance with the selection criteria.

Once all places have been confirmed and students have accepted/rejected their offer, CHES will write to the Principals of the students who have accepted a place on a CHES course for the following year.

Students intending to enrol in a HES may be required to complete an additional enrolment step/s at the request of the relevant university. These students will be considered to hold an enrolment with their base school, CHES and the university.

APPEAL PROCESS

With the support of the base school, students and parents/carers are able to request an appeal to have a student's application reconsidered should they not be offered a place on a CHES course.

In the case of appeals relating to HES courses or VCE subjects provided by CHES, the following process applies:

1. Appeal to the school's placement committee and/or Principal

Appeals are to be made in writing and lodged with the Principal within 5 working days of receipt of the application outcome notification. All appeals should be submitted using the appeals form which can be accessed via the CHES office and should clearly indicate the grounds on which the decision should be reconsidered. This form will also require the endorsement of the base school Principal prior to submission.

It should be noted that the final decision to admit a student on a HES course rests with the university providing the course. The CHES Principal will share the details of the appeal with the university for additional consideration. Once the appeal has been considered the university's decision will be communicated to the student, parent/carer and the student's base school in writing by the CHES Principal.

2. Appeal to the Regional Director, South Eastern Victoria Region

If the appeal at the school level (for a VCE course) is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate this by lodging an appeal in writing to:

Regional Director, South Eastern Victoria Region
PO Box 5, Dandenong, VIC 3175

The Regional Director will assess and make a determination for appeals on a case-by-case basis.

COMMUNICATIONS

The CHES enrolment policy will be made available to the school community on the school's website and made available in hard copy from the school office upon request.

EVALUATION AND REVIEW

This policy was last updated in March 2022.

This policy is subject to review by the school Principal. Proposed updates will be made as needed, with any proposed changes requiring approval from the Regional Director, South Eastern Victoria Region.