

Adult education enrolment policy

This is a mandated policy under the operational policy framework. Any edits to this page must follow the process outlined on the [creating, updating and deleting policy documents](#) page.

Overview

This policy focuses on our educational services to all adult students 18 years and older intending to study in government schools that offer secondary education.

Scope

This policy applies to:

- all department staff in schools that offer secondary education
- corporate office staff exercising roles or responsibilities for the purposes of this policy
- any adult student intending to study in government schools that offer secondary education.

This policy does not apply to the following persons:

- students who turn 18 years of age while they are enrolled in a school
- adults seeking enrolment in a special purpose school providing education to persons detained in training centres or prisons
- adults enrolled at the Flexicentre, Goldsborough Road or Jonal Drive campuses of the Youth Education Centre
- adults seeking to enrol in a school within 6 months of last being a student at a school.



Contents

Adult education enrolment policy	1
Overview	1
Scope	1
Detail.....	4
General principles.....	4
Schools that provide adult education.....	4
Adult enrolment - first time enrolment of adult persons under 21 years	4
Adult enrolment – returning to senior secondary adult persons under 21 years.....	4
Adult education provision – first time enrolment of adult persons 21 years and older	5
Suitability of adult students for enrolment	7
Reporting	7
Refusal of enrolment for an adult student.....	7
Enrolment direction.....	8
Cancellation of enrolment.....	8
Recording adult student enrolments in EDSAS	8
Roles and responsibilities	9
Chief Executive (or their delegate).....	9
Chief Operating Officer.....	9
Lead Director, Conditions for Learning.....	9
Education Director.....	9
Principals	9
Adult student.....	10
Definitions	10
adult student	10
prescribed offence.....	10
Supporting information	10
Related legislation	10
Related policies.....	10
Record history	11
Approvals.....	11

Revision record	11
Contact	12

Detail

General principles

The following principles are applied when managing enrolments of adult students:

- It is unlawful for schools to discriminate directly or indirectly on the grounds of age, gender, nationality, culture, disability, religion, gender identity, pregnancy or potential pregnancy, sexual orientation, intersex status, marital or relationship status, and family responsibilities.
- Equal opportunity is promoted in all government schools, and they are obligated to maximise the educational opportunities and outcomes for priority groups, including Aboriginal young people.

Schools that provide adult education

A small number of schools cater specifically for first time enrolment and attendance of persons aged 18 years and older in an adult learning environment. These schools include:

- Northern Adelaide Senior College
- Marden Senior College
- Open Access College
- Thebarton Senior College
- School of Languages.

First time adult students may attend other government secondary schools in exceptional circumstances, for example persons living around and seeking to attend regional schools, and only if they meet the suitability requirements of this policy outlined below.

Adult enrolment - first time enrolment of adult persons under 21 years

For adults under 21 years of age, if the person is suitable for enrolment (see [suitability of adult students for enrolment](#) below), the school will apply the general enrolment instructions. See [school and preschool enrolment policy](#) for further information.

Adult enrolment – returning to senior secondary adult persons under 21 years

Adults who:

- are over the age of 18 years but under 21 years of age
- have completed their SACE

- have not been enrolled and attending a government school for more than 6 months
- are suitable for enrolment (see suitability of adult students for enrolment below)

may apply to enrol in a government school to attain or improve their Australian Tertiary Admission Rank (ATAR) as per the [year level progression and class placement procedure](#).

See the [SACE website](#) (tertiary admission subjects) and the [SATAC website](#) (recognised studies) for subjects that generate points towards the ATAR.

Adult education provision – first time enrolment of adult persons 21 years and older

Conditions

Adult students enrolled in government schools will:

- meet eligibility requirements for enrolment (see below)
- have a signed SACE Pathways Plan (SPP)
 - updated and signed at least annually
 - prioritising completion of compulsory SACE subjects
 - where applicable, records recognition of any qualifications or learning experiences as per the [SACE Accreditation, Recognition, and Certification policy](#)
- have a current working with children check (WWCC) and meet suitability requirements as outlined in this policy
- be working towards completion of the SACE.

Eligibility

People who are 21 years and older, who have not achieved their South Australian Certificate of Education (SACE) and have not been enrolled and attending a government school for more than 6 months, are eligible to complete their SACE through an adult education provision (AEP). People are only eligible for enrolment to receive the AEP if they are enrolling to complete the SACE.

Adults who have achieved their SACE, International Baccalaureate, tertiary degree or VET diploma, or SACE equivalent qualification (ACSF Level 3) are not eligible to enrol in a government school. Further information on awards from interstate or overseas that have SACE equivalence can be sought from either the [SACE Board of South Australia](#) or the South Australian Tertiary Admissions Centre (SATAC).

Adult education provisions

The AEP will permit students up to 5 calendar years or 200 credits (whichever occurs first) to complete their SACE. Calculation of this time starts at the time of the student's enrolment and must be undertaken consecutively (in the enrolling school or, if the student has transferred, in another government school

providing adult education), unless an extension of time has been approved (see exceptional circumstances below). The AEP is only provided once for each eligible person.

Students can study part-time and undertake the typical learning entitlement of up to 600 hours at stage 1 (or the equivalent of 1 year fulltime) and 500 hours (or the equivalent of 1 year full-time) at stage 2.

SACE pathways plan

Each eligible student at the time of course commencement must sign a SACE pathways plan (SPP). The SPP will be developed in partnership with the student and school and will outline the agreed learning pathway that the student intends to undertake to complete their SACE. The SPP can be developed by requesting access to and using the department's SACE Pathway Plan (SPP) application system in EDU Portal or by using a school developed template.

The SPP will be customised to each individual's employment aspirations, including subjects to be undertaken and study full time equivalent (FTE) loads in each year.

The SPP will allow some degree of flexibility to meet changing student life circumstances but upon signing this plan the student is agreeing to undertake and complete their SACE in accordance with that plan.

The signed SPP and any meeting notes should be stored on the student's file.

Monitoring and review

The SPP should be monitored and updated each school term and must be reviewed and signed by the student and Principal annually. For every update or review the school should note on or attach to the SPP (by way of meeting note) the following:

- the review date
- the student's learning goals (for example transition to further or higher education or employment)
- current SACE completion check (DATEX)
- confirmed SACE subjects the student is yet to complete
- confirmed equivalency accreditation from the SACE board for other subjects or courses already completed.

Exemptions

Exceptional circumstances

Where a student is unable to complete their SACE in the required time, or will have their planned pathway disrupted because of exceptional circumstances, the Principal, can seek an extension to the time requirements under the adult education provision, from their local Education Director by using the AEP extension request approval form.

If there are a number of students requiring an extension at the same time the Principal may seek the extension approval in writing by email from their local Education Director by listing the details required by the AEP extension request approval form in the body of the email for each student. This can be detailed in a

table format. The Education Director must then provide a response by return email.

Upon receipt of the Education Director's determination the school must save that correspondence in the student's file.

Program exemption

Where a senior secondary school wishes to offer enrolment in a specific program to persons who would otherwise not be eligible for the AEP (see eligibility above) the Principal must seek the approval of the Chief Operating Officer, prior to implementation of the program by emailing the program exemption request form to the Conditions for Learning Directorate at education.PartnershipsSchoolsAndPreschoolsDivision@sa.gov.au.

Suitability of adult students for enrolment

To ensure the department meets its legislative and common-law duty to keep all its students safe, all adult students, before attending, must undergo and present to the Principal a current working with children check.

Any adult student must not be enrolled in a school if they:

- have been issued with a prohibition notice under the [Child Safety \(Prohibited Persons\) Act 2016](#)
- have been prohibited to work with children by the central assessment unit (Department of human Services) or under any law of the Commonwealth, or another State or Territory
- have been found guilty of a prescribed offence committed as an adult under the [Child Safety \(Prohibited Persons\) Act 2016](#)
- have not undertaken a working with children check within the preceding 5 years.

Applications for a Working with Children Check (WWCC) are made through the [Department for Human Services](#). Adult students must bear the costs of the application. If circumstances warrant, a Principal may determine to subsidise or pay for such applications depending on the circumstances of the students' individual case.

Reporting

Schools providing adult education provision must report the number of adults accessing the AEP along with a summary of their stated purpose for SACE completion in their annual report to ensure and monitor compliance with the requirements of this policy.

Schools are required to complete reporting requirements within the annual school compliance report sent out by the Review, Improvement and Accountability Directorate. This report seeks information on the school's compliance with this policy and to ensure that all adult students 18 years and over have a completed working with children check before they are enrolled.

Refusal of enrolment for an adult student

A Principal may refuse to enrol an adult student if they believe on reasonable grounds that:

- it would, having regard to the results of their working with children check or any other information (regarding safety concerns) relating to the person that the Principal is aware, be inappropriate to enrol them in the school, or
- it would otherwise not be in the interests of the students or staff (considering work, health and safety obligations) at the school to enrol the person in the school.

A Principal may, with the approval of the Chief Executive (or their delegate), also refuse to enrol an adult student for any other reason they think fit.

Requests to refuse enrolment for any other reasons not described above, are assessed on a case-by-case basis, and must be made to the department via the local Education Director.

A Principal requesting to refuse an adult student for any other reasons should detail why the student should be refused or directed to a suitable service (this should include a risk assessment).

When enrolment is refused, the Principal must ensure the refusal is documented and appropriately file the reasons. Persons may request the reasons in writing, and the Principal should encourage them to discuss any concerns.

If the person feels their application for enrolment was not assessed in a fair manner or was contrary to the department's policies or procedures, they must be advised of the [complaints management policy](#) or contact the Customer Feedback Unit by using the online form or by phone (free call) 1800 677 435.

Enrolment direction

The Chief Executive (or their delegate), may direct, in writing, that an adult person must be enrolled in a specified school or a specified kind of school. That direction can be varied or revoked by the Chief Executive (or their delegate), by a further notice in writing to the adult person.

If an adult person is directed to enrol at a specified school or a kind of school then they may be refused enrolment in any other school.

Further information in relation to directing adult students is in the direction to enrol procedure (under development).

Cancellation of enrolment

The Chief Executive (or their delegate) may cancel the enrolment of an adult student for any reason they think appropriate.

Any cancellation must be made in writing to the student.

Recording adult student enrolments in EDSAS

All adult student enrolments, where the student has been away from secondary education for a period of greater than 6 months, must use the following origin codes as outlined in the [Data dictionary](#):

- R17 – Re-entry student aged 17 years

- R18 – Re-entry student aged 18 to 20 years – student who requires a current WWCC
- R21 – Re-entry student aged 21 years or older – student who is subject to the Adult Education Provision, requires a SACE Pathways Plan and a current WWCC.

All other codes starting with 'R' are obsolete and must not be used for new students.

Roles and responsibilities

Chief Executive (or their delegate)

Consider requests from principals seeking approval to refuse to enrol an adult student for any other reason.

Direct, in writing, that an adult person must be enrolled in a specified school or specified kind of school.

Vary or revoke, in writing, a direction to an adult person to enrol in a specified school or specified kind of school.

Cancel the enrolment of an adult student for any reason.

Chief Operating Officer

Consider requests from principals for program exemption from senior secondary schools to enrol adults over 21 years of age who would not otherwise be eligible under the adult education provision (AEP).

Lead Director, Conditions for Learning

Maintain and review this policy.

Education Director

Consider requests from principals for extension of time for individual students to complete SACE under the adult education provision.

Consider requests from principals seeking approval for program exemption from senior secondary schools to enrol adults over 21 years of age who would not otherwise be eligible under the adult education provision (AEP).

Consider requests from principals seeking approval to refuse to enrol an adult student for reasons other than those set out under *Refusal of enrolment for an adult student* above.

Principals

Get necessary suitability for enrolment documentation from adult students in accordance with this policy.

Seek adult education provision exemptions in accordance with this policy.

Refuse an enrolment of an adult student in line with the requirements of this policy.

Comply with the requirements of this policy and any other relevant departmental policy or procedure.

Advise and provide adult students with a copy of this policy.

Adult student

Advise the Principal if they have been:

- issued with a prohibition notice under the *Child Safety (Prohibited Persons) Act 2016*
- prohibited to work with children by the central assessment unit (Department of Human Services) or under any law of the Commonwealth, or another State or Territory
- found guilty of a prescribed offence committed as an adult under the *Child Safety (Prohibited Persons) Act 2016*.

Provide the Principal with a copy of a working with children check obtained within the preceding 5 years.

Definitions

adult student

A student who is 18 years of age or over.

prescribed offence

Offences set out in section 5 of the [Child Safety \(Prohibited Persons\) Act 2016](#).

Supporting information

Related legislation

[Education and Children's Services Act 2019](#)

[Education and Children's Services Regulations 2020](#)

[Child Safety \(Prohibited Persons\) Act 2016](#)

[Children and Young People \(Safety\) Act 2017](#)

Related policies

[Duty of care to children and young people policy](#)

[Screening and suitability – child safety policy](#)

[School and preschool enrolment policy](#)

Record history

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Policy officer: Manager, Policy and Strategy, Conditions for Learning

Policy sponsor: Lead Director, Conditions for Learning

Responsible executive director: Deputy Chief Executive, Schools and Preschools

Approved by: Lead Director, Conditions for Learning

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Version: 1.1

Approved by: Chief Executive

Approved date: 29 September 2011

Review date: 29 September 2013

Contact

For advice relating to the application of this policy:

Conditions for Learning Directorate

Email: education.PartnershipsSchoolsAndPreschoolsDivision@sa.gov.au

For legal advice relating to the suitability of adult students for enrolment:

Legal Services Directorate

Email: education.LegalRequests@sa.gov.au