

# 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 our educational services to all adult students 18 years and older intending to study in department 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 department schools that offer secondary education.

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

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

This policy does not apply to the following persons:

- Students who turn 18 years of age while they are enrolled in the 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 the school (or any other school).



# 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.

## Adult enrolment - first time enrolment of 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 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) <https://www.sace.sa.edu.au/studying/your-sace/planning-beyond-sace> and the SATAC website (recognised studies) <https://www.satac.edu.au/recognised-studies>, for subjects that generate points towards the ATAR.

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

## 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).

Adults who have achieved their SACE, International Baccalaureate, tertiary degree or VET diploma, or SACE equivalent are not eligible to enrol in government schools. 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. 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 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.

## 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.

### Program exemption

Where a senior secondary school wishes to offer enrolment to persons precluded from the adult education provision to participate in a particular program, the principal must seek authorisation from the chief operating officer, prior to implementation of the program.

## 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](#).

## 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.

## 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 to 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).

## 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

Obtain 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](#).

## Policy information

### 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 policy \(PDF, 632.6 KB\)](#)

[Screening and suitability – child safety policy \(PDF, 136.3 KB\)](#)

[School and preschool enrolment policy](#)

[Year level progression and class placement procedure](#)

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Policy officer: Manager, policy and strategy, Conditions for Learning

Policy sponsor: Director, Conditions for Learning

Responsible executive director: Executive Director, Partnerships, Schools and Preschools

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## Keywords

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## Contact

For advice relating to the application of this policy contact:

Conditions for Learning directorate

Email: [education.partnershipschoolsandpreschoolsdivision@sa.gov.au](mailto:education.partnershipschoolsandpreschoolsdivision@sa.gov.au)

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

Legal Services Directorate

Email: [education.legalrequests@sa.gov.au](mailto:education.legalrequests@sa.gov.au)