Applicant Portal Guide

Application for Admission to Enabling (Fee Free Uni Ready) Program

- Owning our Future

Important Information

Enabling applicants should familiarise themselves with the relevant program options for the course they are applying for at https://www.batchelor.edu.au/courses/owning-our-future/

Applications will be assessed on the Admission Framework as outlined in the Higher Education Admission Policy, that an applicant meets:

a) The requirements to be admitted to Batchelor Institute, including their Indigenous Australian status, and the minimum age requirements; and

b) The minimum course admission requirements for entry into the relevant course; and

c) The eligibility and basis of merit to occupy a Commonwealth Supported Place (CSP).

The outcome of your Application for Admission will be emailed to the email address you provide in this application.

For more information or assistance, please contact:

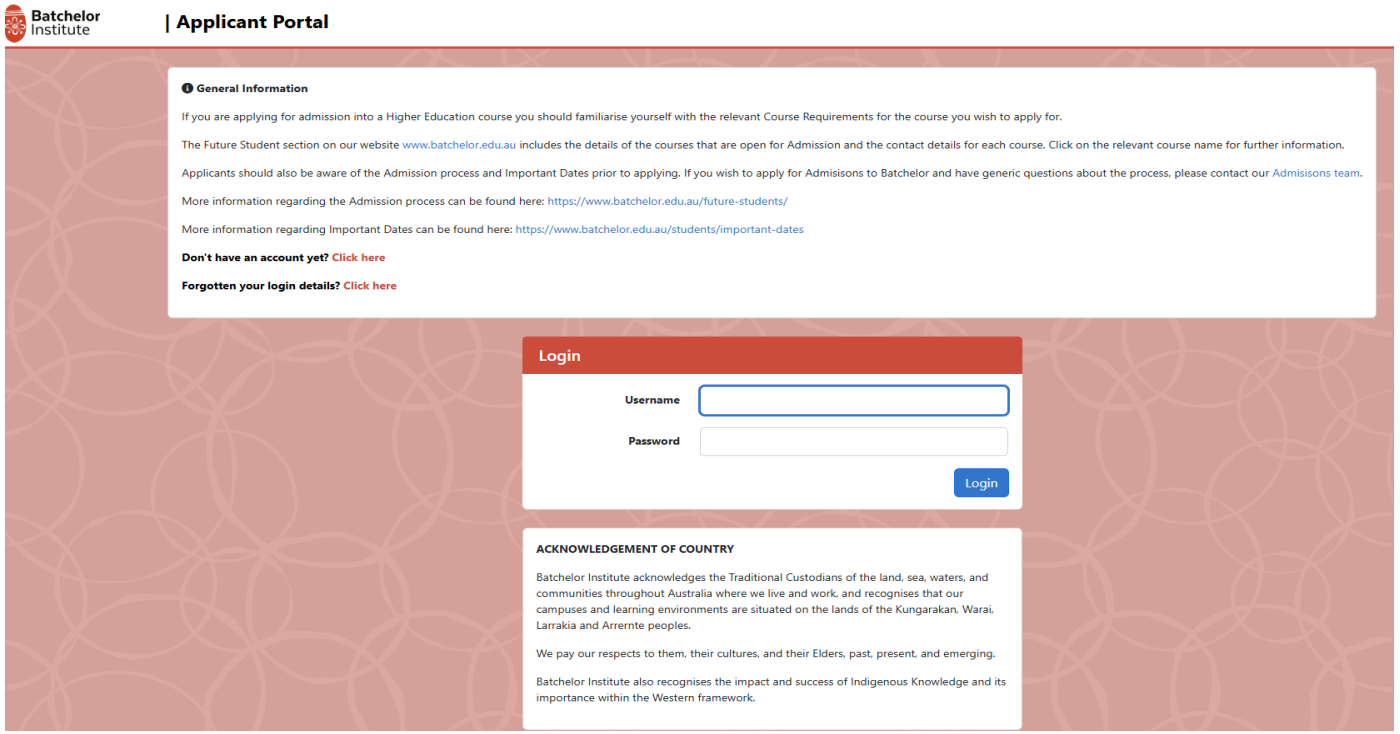
Enabling Course Coordinator
Email: enabling@batchelor.edu.au
Freecall: 1800 677 095

Admissions
Email: admission@batchelor.edu.au
Freecall: 1800 677 095

1. Applicant Portal Login Page

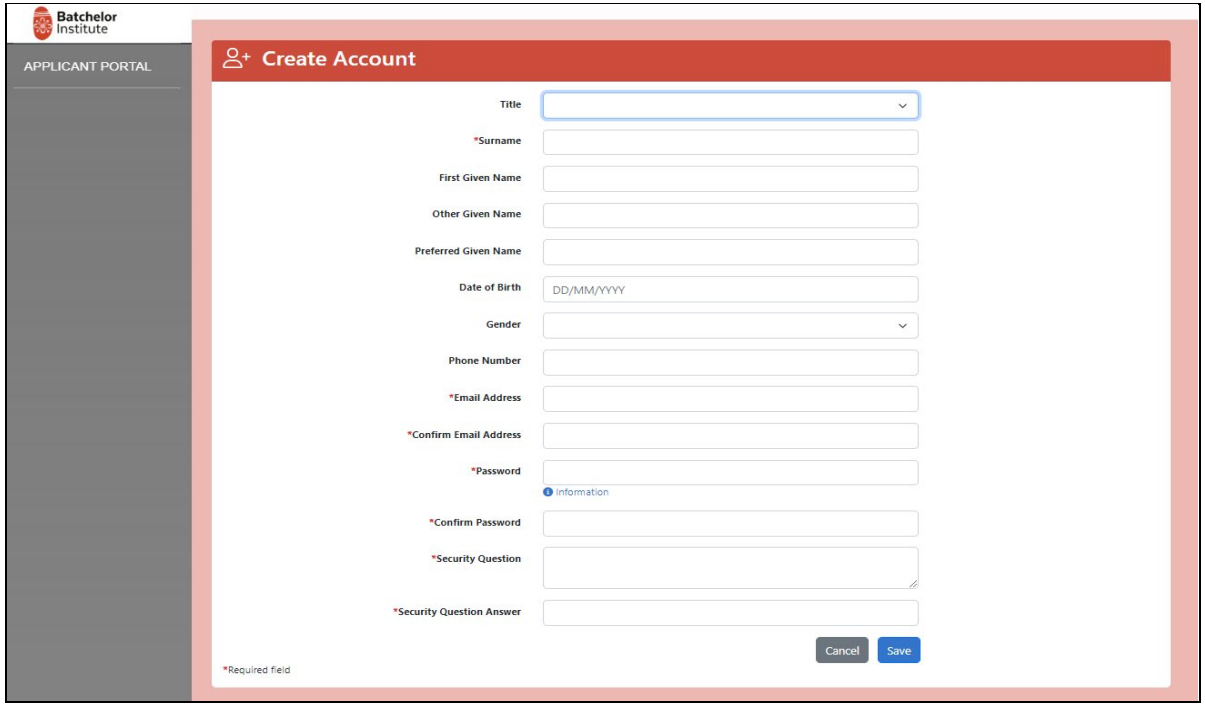
To apply for admission into an Enabling program, you will need to create an account here or retrieve your account if you have applied for admission at Batchelor Institute previously.

https://applicant.batchelor.tribalcloudservices.com.au/connect/webconnect



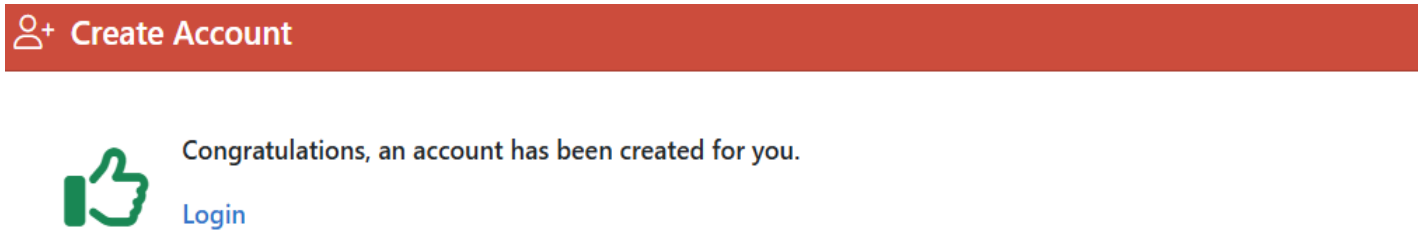
2. Create Account

To create an account, you must supply all the mandatory information (marked with *) and click SAVE.



3. Account Created

Once you have clicked save, you will receive the message below, confirming your account has been created.



4. Applicant Portal Registration Email

Your username and password details will be sent to the email address that you provided to create the account.

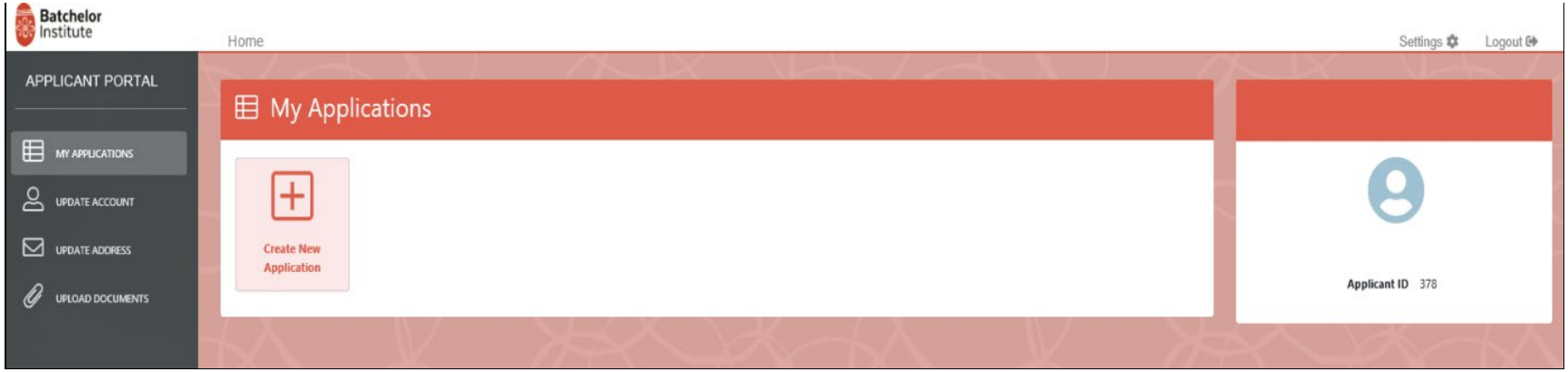
5. Applicant Portal Login Page

Once your account has been created, you will need to go back and log into the Applicant Portal again using your registered Username and Password.

You can also return later to continue an Application for Admission if you need to.

6. Create an Application for Admission

To create an Application for Admission, make sure you navigate to [My Applications] and click on [Create New Application].



7. Step 1 – Applicant Details

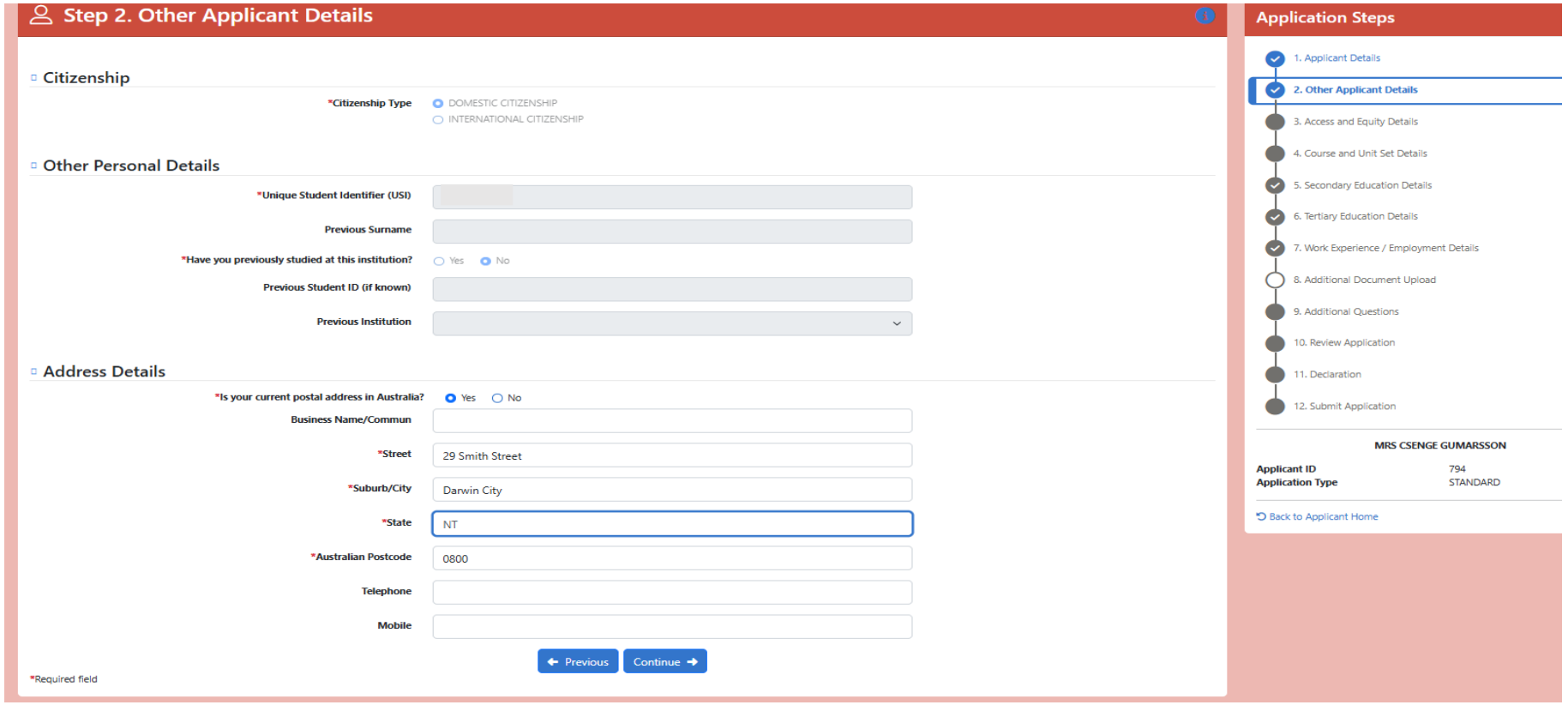
The details below show what you entered during the Account Creation step. If all details are correct and click Continue.



8. Step 2. Other Applicant Details

You will need to provide Batchelor Institute with all the mandatory information (marked with *)

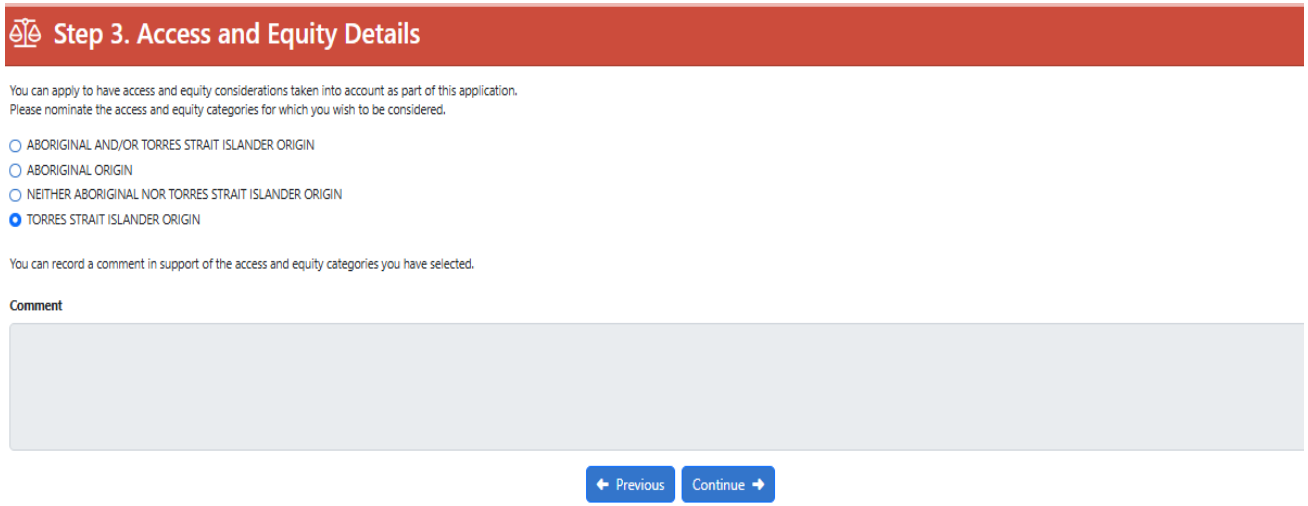
Ensure that you have applied for a Unique Student Identifier (USI) and that it matches the surname, first name and date of birth details in Step 1. Once you have done this, click Continue.



9. Step 3. Access and Equity Details

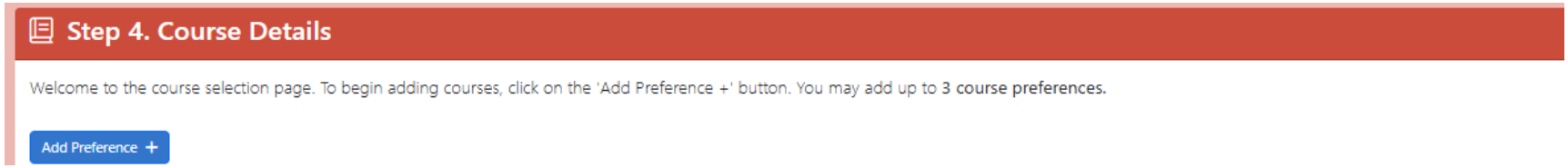
Please select <u>one</u> of the options below and click Continue.

NB. The Institute currently only accepts Indigenous Australian applicants into the Enabling program.

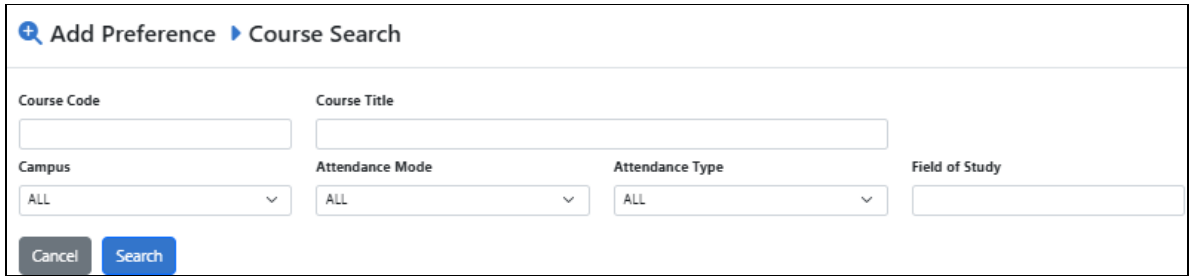


10. Step 4. Course Details

In this step, you will select your Application for Admission Course Preference(s).



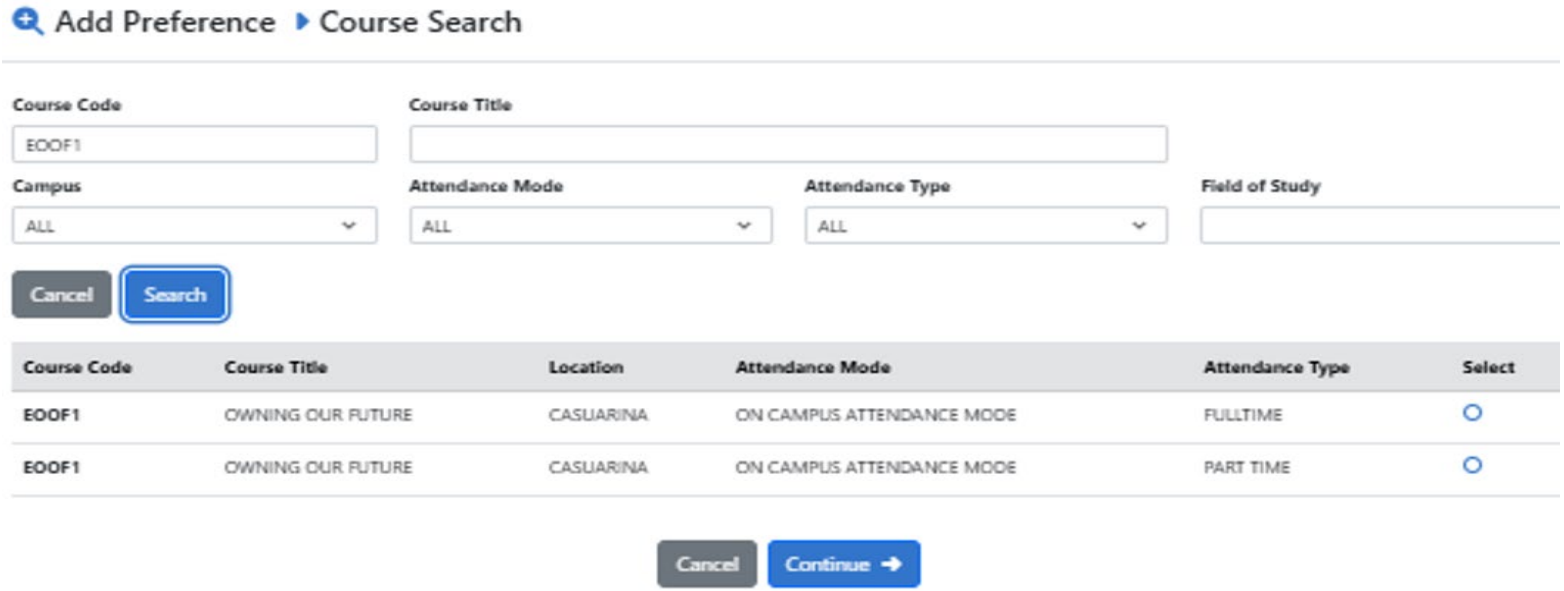
Click [Add Preference] and enter/search for the Course you are applying for by searching for the 'Course Code' and clicking [Search].



Course Code	Course Title	Location	Attendance Mode	Attendance Type
EOOF1	OWNING OUR FUTURE	Casuarina	On-campus mode of attendance	Full-Time
EOOF1	OWNING OUR FUTURE	Casuarina	On-campus mode of attendance	Part-Time

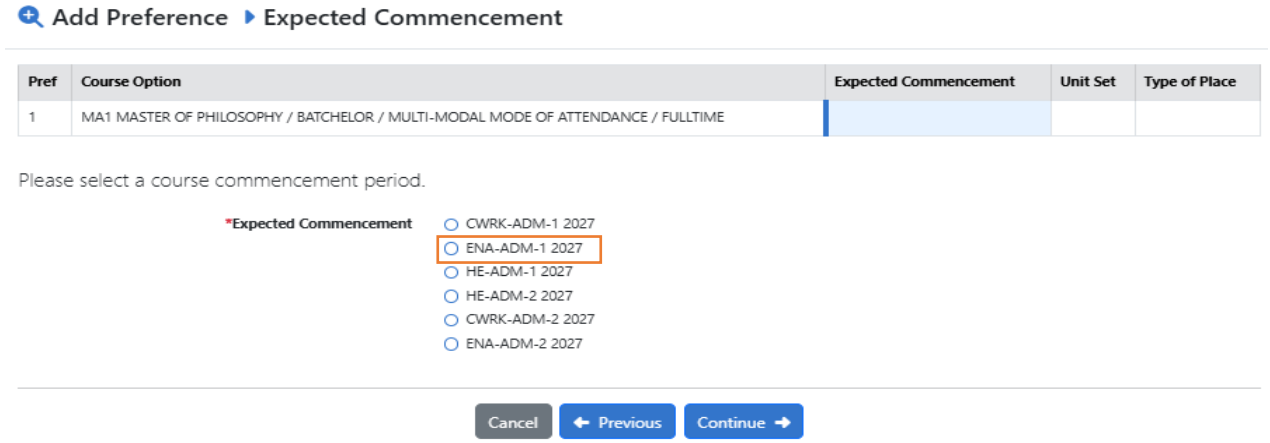
NB. You may choose more than one (1) course preference and should ensure you select the desired attendance mode (load type). For example, PART-TIME, or FULL-TIME.

a) Search for a course code EOOF1 – the query will return the options below.
If you have only one (1) preference, click select and Continue.

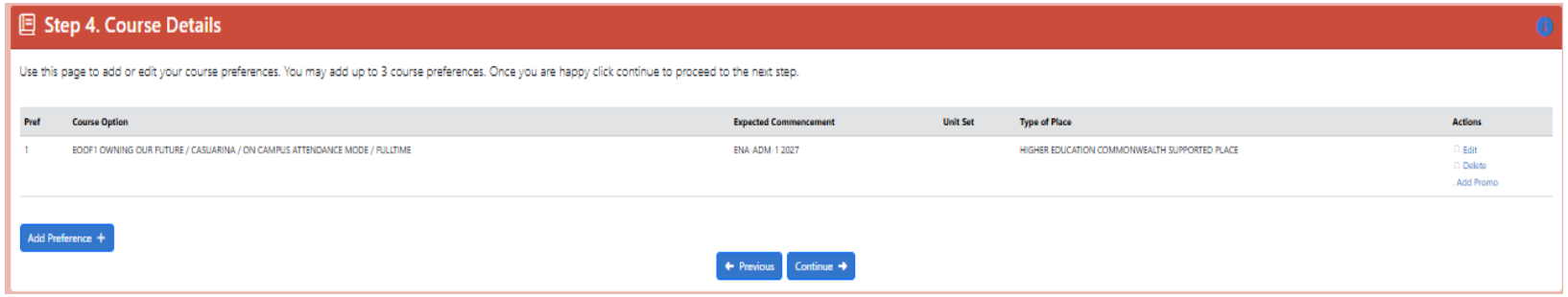


b) Select the relevant course commencement period for Enabling course:

i) **ENA-ADM-1-2027** if you intend to commence the course in the first half of the year (2027)
ii) **Or ENA-ADM-2-2027** if you intend to commence the course in the second half of the year (2027)

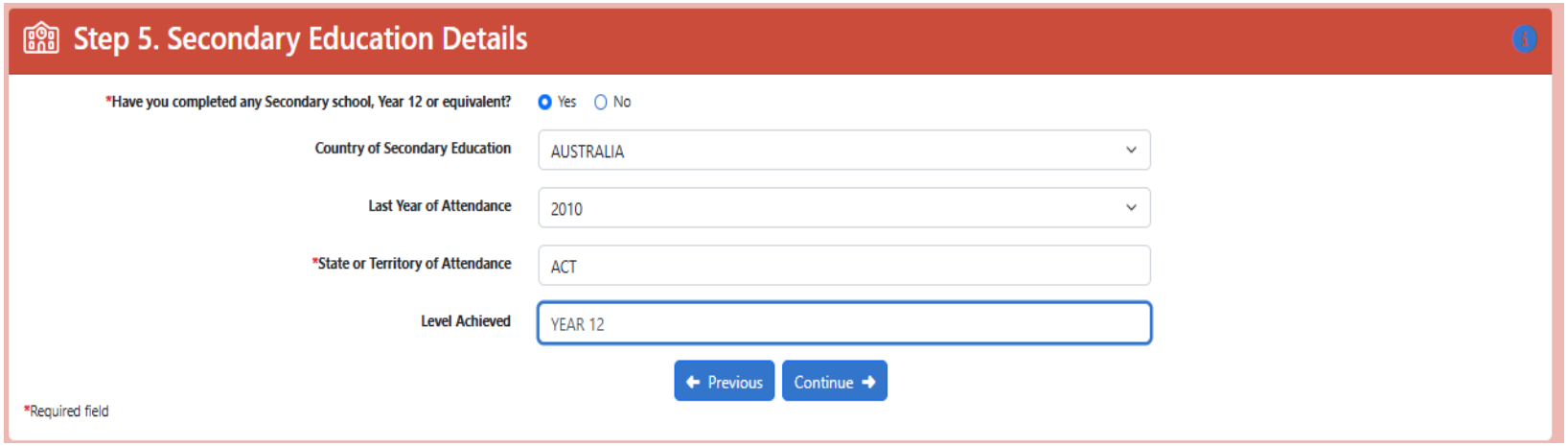


Add more preferences, check your selections and when you are finished selecting courses, click either Continue or choose Previous to amend your choice.



11. Step 5. Secondary Education Details

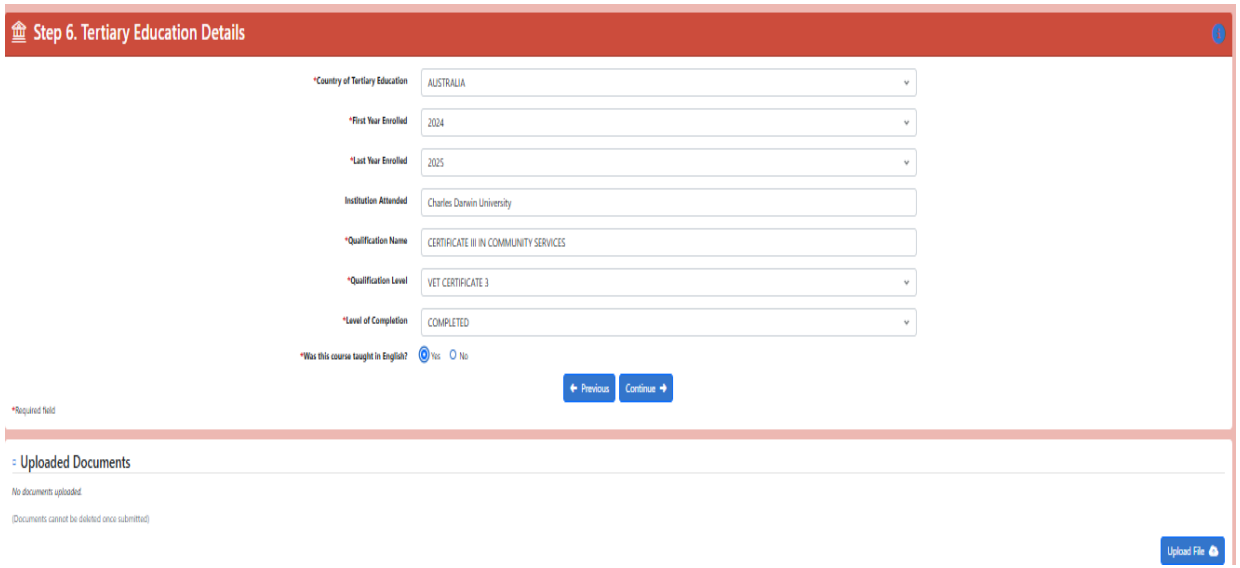
Complete your highest secondary education details here.



12. Step 6. Tertiary Education Details

This is a mandatory step only if you wish to seek admission base on prior VET studies you may have undertaken.

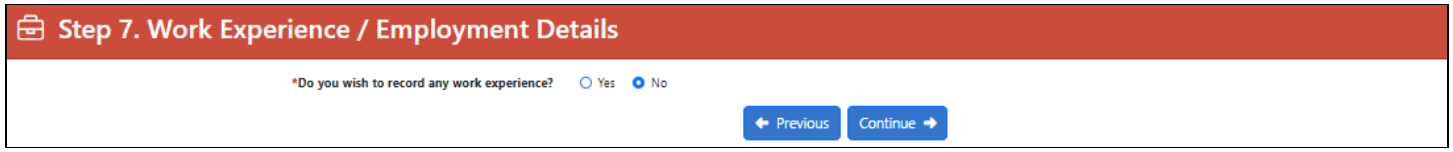
Please complete this section and upload your relevant AQF Certifications.
AQF Certifications from other VET Providers/Registered Training Organisations must be certified prior to being uploaded.
AQF Certifications downloaded from the USI Portal do not need to be certified.
Once complete, upload your document(s) and click Continue.



13. Step 7. Work Experience/Employment Details

If you would like to provide this information in support of your application, feel free to do so.

Once completed, click Continue to move to the next step.





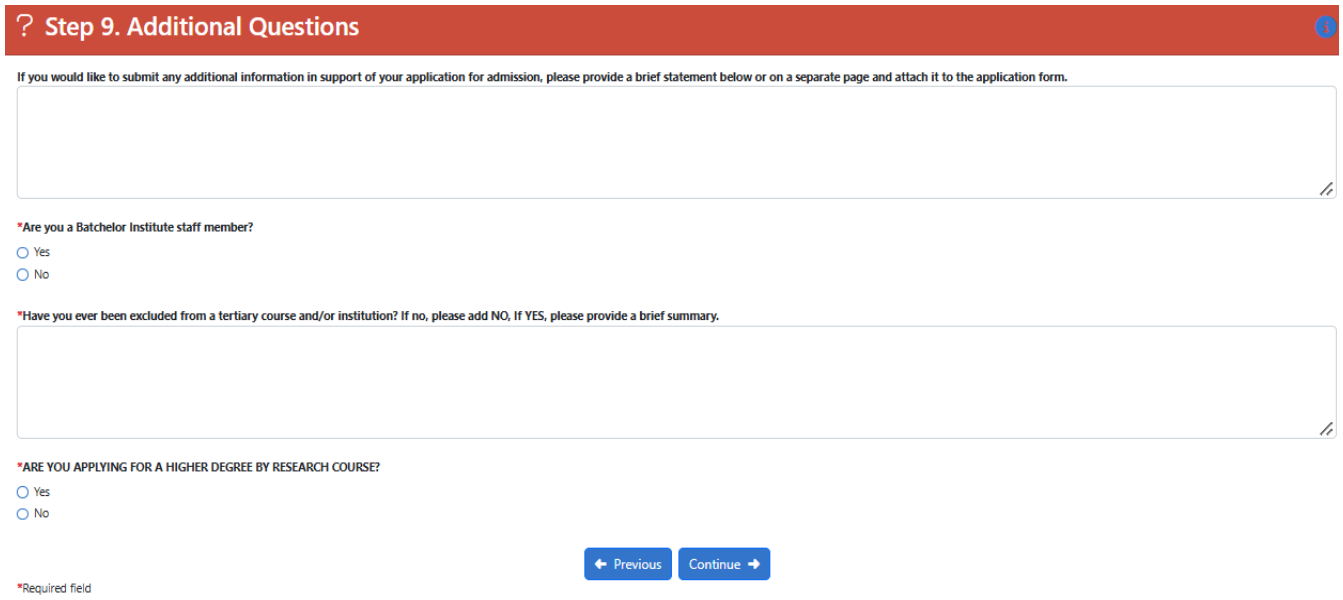
14. Step 8. Additional Document Upload

You are not required to upload any additional documents. Continue.

15. Step 9. Additional Questions

In this section you will be asked questions to support your Application for Admission. All mandatory questions (marked with *) will need to be completed.

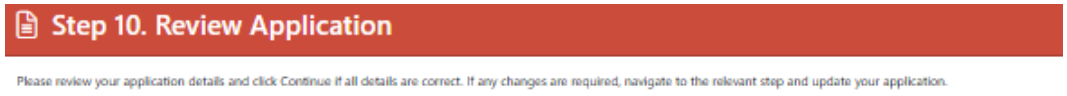
For the last question, select 'NO' then Continue.



16. Step 10. Review Application

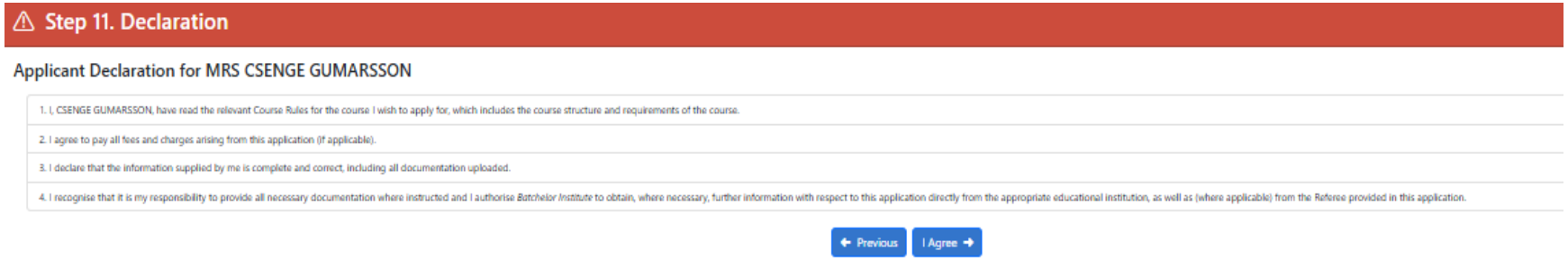
In this step you can review your application. Go back to make any corrections or click Continue.

You will also be able to [Print] your application prior to submission.



17. Step 11. Declaration

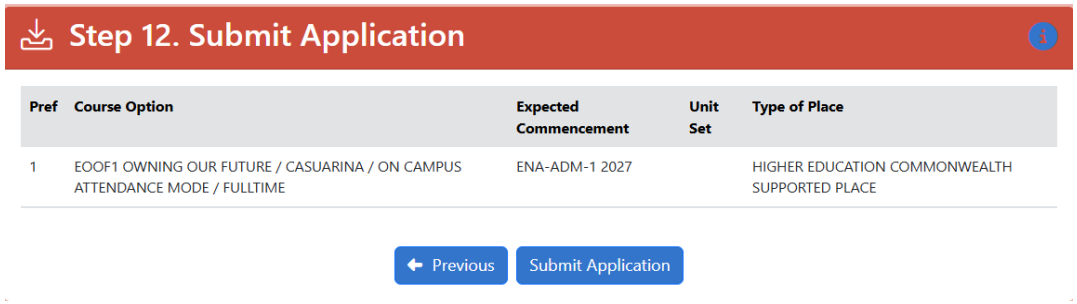
All applicants are required to agree to the Applicant Declaration by clicking I Agree.



18. Step 12. Submit Application

Once you have agreed, click Submit Application to finalise and to receive an 'Application Receipt' for your application. 1

This receipt confirms your application has been submitted successfully.



Applicant Receipt

