SATAC

Fact Sheet
SATAC Fee-for-service

Fee-for-service participation in SATAC's admissions services

SATAC is able to provide its admissions services to non-Member tertiary institutions through a model for fee-for-service participation approved by the SATAC Board.

Participation in the services — what is available

Participation is a non-negotiable package of the following:

- Establishment
- SATAC service-specific web-based application (including client application support)
- Data storage
- Assessment
- Electronic results access and assessor verification
- Application outcomes
- Offers
- Data transfer
- Client services and support
- Publications (i.e. the SATAC Guide)
- Access to data and research analysis

Participants confirm with the basic parameters of the service including:

- Closing dates
- Application fees
- Compatibility with IT platforms
- System inputs and outputs and associated dates and quality standards
- Offer dates
- Common Assessment Practice for the service concerned

Who can participate

SATAC is primarily a service provider to educational institutions in South Australia and the Northern Territory and will only consider interstate institutions for participation in a SATAC service where:

- the institution does not have a Tertiary Admissions Centre, or similar organisation, linked to their home state or territory; or
- a merger of institutions results in the formation of a new cross-State/Territory institution and this results in the establishment of a campus in South Australia or the Northern Territory; or
- SATAC offers a service that is not available to an interstate institution from its home Tertiary Admission Centre.

The SATAC Board may consider applications for access outside of these stated criteria on a case-by-case basis should an institution believe they have special circumstances worthy of individual consideration.

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Who can participate continued.

Admission services will only be available for courses that meet the requirements of the Australian Qualifications Framework (AQF).

Higher Education providers (HEPs)

In keeping with SATAC's long-standing mission to provide support to publicly-funded education institutions, only those institutions that provide Commonwealth assistance to their students in the form of government subsidised places and/or access to the Commonwealth's income contingent loan schemes, will be eligible to become participants.

HEPs will be considered for fee-for-service participation if:

- they are registered on the National Register of Higher Education Providers maintained by the Tertiary Education Quality and Standards Agency
- their students have access to the FEE-HELP income contingent loan scheme
- they have a campus in South Australia or the Northern Territory or meet the eligibility criteria for interstate institutions as outlined above

Admission services will be limited to courses offered by eligible HEPs at AQF level 5 or above, and for non-self-accrediting institutions, courses that have been accredited by TEQSA.

Vocational Education and Training (VET) providers

Please note that fee-for-service provision in SATAC's services is not yet available as a suitable system to house such provision has not yet been built

VET providers will be considered as participants if:

- they have been registered as a training organisation by the Australian Skills Quality Authority (ASQA), the national regulator for Australia's VET sector

In addition, for South Australian VET providers:

- they are South Australian Government approved as Skills for All providers. Accredited Skills for All providers are subsidised by the South Australian government for specific courses and their students are eligible for VET FEE-HELP;

Admission services will be limited to courses that are ASQA accredited and, for VET providers in South Australia, are approved Skills for All courses.

What can be offered?

Fee-for-service institutions are able to offer through SATAC admissions systems all courses offered internally at campuses in South Australia and the Northern Territory.

SATAC may also approve distance education courses offered by fee-for-service institutions for inclusion in SATAC's admissions system if:

- residential attendance at a campus in South Australia and the Northern Territory (i.e. not available at interstate campuses) is a compulsory requirement of the course

or

- the course is not already offered through another Tertiary Admissions Centre.

Fee-for-service institutions may apply to the SATAC Committee for approval to offer other courses (e.g. courses offered internally at campuses outside of South Australia and the Northern Territory, or courses delivered entirely by distance education) through the SATAC system. In all cases approval will not be forthcoming if the course is already offered through another Tertiary Admissions Centre.

Participation in full admissions cycles

Participation in domestic VET and higher education SATAC admissions services and the costs this incurs occur in an environment where:

- Entry to courses is administered through an admissions cycle"
- An admissions cycle is the range of activities required to facilitate entry to courses for all teaching periods in a given academic (calendar) year

The admissions cycle covers:

- The period of preparation of the database and ABW prior to applications being available to clients (typically March to July in the year before the academic year)
- The period of application and offer activity (typically August in the year before the academic year until November of the academic year)

Fee-for-service clients can only commence involvement with SATAC processes by being involved in a full admission cycle and will be charged accordingly. This means that the on-boarding project to admit a fee-for-service institution, which typically takes four months, must commence no later than September in the year before the commencement of an admissions cycle (as key SATAC staff are unavailable for on-boarding activities in December and January).

SATAC undertakes key activities such as annual reviews of admissions cycles and meetings to determine course selection methodologies. Where an institution wishes to participate in these activities remotely the institution is required to use communication technologies that are compatible with SATAC. SATAC requires that training of core admissions staff occurs face-to-face at SATAC's premises.

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Contracts for three admissions cycles

Participation in a SATAC service will be via a contract for three admissions cycles.

The initial contract with an institution will incorporate the period of on-boarding before the first admissions cycle, the first admissions cycle and the two cycles following.

Fee Structure

Contracts for fee-for-service participation will contain the charges outlined below.

Up-front charges for Establishment, business analysis, intellectual property

These costs include, but are not limited to:

- Analysis of institution business requirements
- SATAC solutions to meet these business requirements
- Training and documentation
- System specifications, programming and testing
- Reasonable disbursements (e.g. travel and accommodation) in undertaking these tasks

Annual charges

Other charges for fee-for-service institutions are calculated annually and invoiced on a quarterly basis. These are calculated on the number of applicants for the institution and the number of courses the institution offered. For such charges:

- Applicant-based charges will be made on the assumption of a minimum number of 500 applicants in an admissions cycle
- Course-based charges will be made on the assumption of a minimum number of 5 SATAC* courses
- Institutions accessing more than one service will incur these charges in each of the services accessed
- Where an institution requires SATAC staff to travel for the purposes of meetings and training to a location outside of Adelaide on a continuing basis SATAC will include ongoing charges for disbursements such as travel, accommodation and living expenses.

* Please note that a SATAC course is an offering of an institution course. Separate SATAC course codes may be required for a given institution course if the institution needs to distinguish between:

- study locations
- study load
- delivery mode
- study plans

Fee Structure continued

Applicant-based charges are for assets recovery for the member institutions and an applicant handling and assessment fee. (Note that for the purposes of charging fee-for-service institutions in a shared preference environment, an applicant is defined as being for that institution if, at any time during the admissions cycle, the applicant has a first preference for one of the institution's offerings, or an offer to that institution.)

Course and system maintenance charges reflect the annual costs in establishing and maintaining an institution and its courses in SATAC's admissions cycle databases. These reflect services including:

- Annual consultation regarding new courses and course selection methodologies
- Database programming
- Database maintenance
- Publishing of the SATAC Guide and Tertiary Entrance booklet

Subsequent contracts

Contract renewals will entail an analysis and scoping phase in which additional up-front charges for re-establishment (e.g. business analysis and exploitation of new intellectual property) may be determined.

Further information

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