Admissions and Enrolment Policy for VET and ELICOS Students

1 Purpose & Objective

1.1 IIBIT aims to ensure that admission standards are transparent, robust and informed by external referencing and internal quality assurance processes to certify that admitted students have the skills, knowledge, preparation and proficiency in English needed to succeed in their studies. This policy outlines the principles governing the determination of admission criteria (pre-requisites), selection of applicants, allocation Recognised Prior Learning, and enrolment of students in IIBIT vocational qualifications and ELICOS non AQF award course.

1.2 The objective of the policy is to maintain consistency and rigour across admissions, allocation of Recognised Prior Learning and to facilitate the enrolment of IIBIT students.

2 Scope

2.1 This policy applies to all qualifications and non AQF award study delivered by IIBIT, and to all IIBIT agents and staff processing applications for admission to study at IIBIT.

2.2 For ease of reference the term qualification is used as a synonym with the term 'course' to cover non AQF award ELICOS courses.

3 Policy Statement

Principles

3.1 Applicants seeking admission and enrolment at IIBIT can be assured that IIBIT:
   a) sets admission criteria that are informed by the relevant approved Qualification Details, sector practice, contemporary research in relation to student success, the level of the qualification of study as outlined in the Australian Qualifications Framework, and outcomes from internal quality assurance and benchmarking;
   b) is open and transparent in terms of admission and qualification requirements;
   c) will treat each applicant fairly and equitably;
   d) will, where appropriate, consider fairly and constructively the educational disadvantage of particular applicants in determining eligibility for admission;
   e) will only admit applicants where it is deemed that they have a reasonable chance of success;
   f) will give due consideration in the assessment and awarding of advanced standing to an applicant's prior formal study, completion of short qualifications or recognised micro-credentials and general experience; and
   g) will support applicants through the admission and enrolment process.
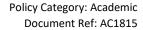
Admission Criteria (Pre-requisites)

3.2   IIBIT admits applicants based on merit, with the offer of a place contingent on applicants having a reasonable expectation of success in their chosen qualification. To maintain a merit-based approach to admission, eligibility criteria will always include, but are not limited to:
   a) academic criteria;
   b) English language proficiency;
   c) professional experience, recognised prior learning or other forms of assessment (portfolio, referee report etc).

3.3   In addition to the general admission criteria outlined in clause 3.2, qualifications may, where appropriate, specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the qualification.

3.4   In recognition of alternative modes of engaging in life-long learning, eligible applicants for non AQF award study may seek admission for non AQF award study in one or more individual subjects out of interest or for professional or further study reasons.

3.5   To be eligible for non AQF award study (excluding ELICOS courses for international students) the applicant must be an Australian or New Zealand citizen, or Australian permanent resident.

3.6   Applicants for non AQF award study must be able to provide evidence supporting the likelihood of potential academic success.

3.7   International students under the age of 18 at the commencement of the qualification of study are not eligible for admission.

Determining Minimum Entry Requirements (Pre-requisites)

3.8   IIBIT acknowledges that its commitment to quality must include all phases of the student life-cycle, including pre-enrolment. Thus, minimum entry requirements, including English language requirements are primarily informed by external referencing (sector practice, contemporary research in relation to student success, and the level of the qualification of study as outlined in the Australian Qualifications Framework) and internal quality assurance processes (primarily Student Progress and Success Reporting).

Consistency and Transparency of Information

3.9   IIBIT is committed to consistency and transparency in relation to information on its qualifications and ensures that the following information is readily accessible to applicants and students:
   a) information on admission policy and processes;
   b) information on advanced standing policy and processes;
   c) information about admission criteria for each qualification consistent with Australian education sector common terminology;
   d) all charges associated with applicants' proposed qualifications as known at the time;

e) advice on the potential for changes in charges during the qualification of studies; and

f) policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.
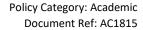
Assessing Eligibility for Admission

3.10 Student success is critical to IIBIT mission and is fundamental to applicant eligibility for admission. Each applicant is assessed on their merits, giving due consideration not only to eligibility criteria specific to the intended qualification but to prior educational disadvantage and an assessment of the applicant's capacity to succeed.

3.11 Where there is concern in relation to an applicant's capacity to succeed, additional information is sought to support their application and shape student support qualifications.

Credit Transfer and Recognition of Prior Learning

3.12 In a rapidly changing education landscape IIBIT is cognisant of the need for flexibility in terms of assessing the types of study and variety of experiences for which applicants seek advanced standing.

3.13 When determining Recognition of Prior Learning, IIBIT is guided by an obligation to:
   a) minimise unnecessary barriers for student access;
   b) maximise the volume of advanced standing to be applied without jeopardising the integrity of the program of study; and
   c) prioritise students' chances of success.

3.14 Decisions in relation to Recognised Prior Learning are evidence-based and transparent, with information on prior decisions in relation to advanced standing available to all applicants and students.

Offers of Admission & Transitional Support

3.15 From the time an applicant makes a formal offer of admission via a Letter of Offer, IIBIT believes that it is obligated to support applicants for success, regardless of whether the offer is:
   a) *Unconditional:* allowing for commencement in a specified future intake for the selected qualification. No further conditions need to be satisfied;
   b) *Conditional:* outlining the conditions that must be satisfied in order to be admitted to the selected qualification. Evidence must be shown that the conditions have been satisfied before admission to the qualification;
   c) *Package:* requiring completion of an English Language Qualification at the required level and/or another preliminary or articulation qualification before commencing the desired qualification.

3.16 Support for the transition from offer to enrolment and enrolment to the start of teaching is a key component of the IIBIT student support model.
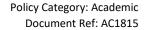
Enrolment

3.17 IIBIT provides all information necessary for applicants to accept an offer and maintain their enrolment.

3.18 Applicants may accept the offer or defer an offer for a maximum of two years.

3.19 Where visa regulations or admission requirements have changed in the intervening period between deferral to the point at which applicant seeking to accept an offer, IIBIT holds the right to withdraw the offer.

3.20 While aware that international students holding student visas are required to complete their qualification within the original expected duration, refer IIBIT's Completion With Expected Duration Policy and Procedure, students have the right, following initial enrolment, to apply to:
   a) vary their load;
   b) transfer between qualifications;
   c) transfer between providers;
   d) request a leave of absence, intermission or defer enrolment.

3.21 In considering an application for a change in enrolment as outlined in clause 3.18, IIBIT considers the:
   a) student's general well-being;
   b) any compassionate and compelling circumstances;
   c) availability of places in qualifications and/or subjects;
   d) any outstanding fees and charges owed; and
   e) regulatory requirements.

Withdrawal from a Qualification or Unit

3.22 IIBIT acknowledges that due to any number of circumstances a student may seek to withdraw from a qualification or a unit of study.

3.23 Where possible, IIBIT will support the student to minimise the impact of the intent to withdraw on the student's future chance of success, financial position, and/or on any visa requirements.

Right of Refusal or Exclusion

3.24 IIBIT reserves the right to refuse an application, withdraw an offer of admission and cancel admission or enrolment under the following conditions:
   a) when the applicant or enrolled student has provided untrue, inaccurate or incomplete information;
   b) when IIBIT is not satisfied that an international applicant meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the Department of Home Affairs; or

c) when any legislative or regulatory requirement prohibits an international student's admission; or

d) where a decision has been made to exclude a student based on the outcome of an academic misconduct or behavioural misconduct investigation or unsatisfactory qualification progression.

3.25 Students may be excluded from IIBIT as a result of academic or behavioural misconduct, unsatisfactory attendance, unsatisfactory qualification progress, or non-payment of fees.

Complaints and Appeals

3.26 If an applicant or student considers that they have been unfairly or improperly treated in respect of an admission, advanced standing or enrolment decision, they have the right to lodge a complaint in accordance with IIBIT's Complaints and Appeals Policy and Procedure.

4 Roles and Responsibilities

4.1 IIBIT Academic Committee is responsible for the overarching governance of this policy and its related procedures.

4.2 The Senior General Manager (Operations) is responsible for the day-to-day implementation of this policy.

4.3 The General Manager (Academic Services and Quality Assurance) is responsible for:
a) ensuring compliance with this policy and related procedures;
b) ensuring that students are adequately notified of the existence of this policy and the related procedures;
c) benchmarking IIBIT policy and standards with those adopted elsewhere in the tertiary sector; and
d) the monitoring of information available from the review of records relating to the implementation of this policy.

4.4 All staff are responsible for becoming familiar and complying with this policy and the related procedures.

5 Definitions

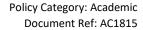|	
ACADEMIC INTEGRITY	means the pursuit of learning in an honest and responsible manner which precludes deliberate acts of plagiarism, falsification, misrepresentation or deception
ACADEMIC MISCONDUCT	means providing aid or assistance in relation to, creating or making, obtaining or acquiring, or using information, services or equipment that may unfairly give a student an unauthorised advantage relative to other students with regard to formative or summative assessment

APPLICANT	means a person who has lodged an application for a place on a IIBIT qualification of study or for non AQF award of study
AQF	means the Australian Qualifications Framework
BEHAVIOURAL MISCONDUCT	means any conduct on the part of a student (by act or omission) which impairs the reasonable freedom of other members of IIBIT community (staff and student) to pursue their studies, to participate in the life of IIBIT, which impairs administration, or involves the unentitled, fraudulent or malicious use of resources including computer resources
QUALIFICATION	means a qualification, which is approved by the IIBIT Academic Committee and the IIBITEG Board of Governance, and is awarded upon completion of the relevant qualification requirements
CRICOS	means the Commonwealth Register of Institutions and Qualifications for Overseas Students (CRICOS), an Australian government register that lists all Australian education providers offering qualifications to people studying in Australia on student visas and the qualifications offered
GENUINE TEMPORARY ENTRANT	means an applicant who satisfies the genuine temporary entrant criterion for Student visa applications as determined by the Department of Home Affairs
INTERNATIONAL STUDENT	means a non-resident of Australia or New Zealand studying at IIBIT in Australia on a student visa
NON AQF	means study offered by IIBIT that students enrol in independently of one of its AQF award qualifications
CERTIFICATION	means formal documentation, issued by a IIBIT, to recognise that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs
RECOGNITION OF FORMAL LEARNING	means an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited qualifications
STAFF	means employees of IIBIT employed under the Educational Services (Post-Secondary Education) Award 2010
STUDENT	means an admitted or enrolled student of IIBIT
	Admitted student means a student who has been admitted to an IIBIT qualification of study and who is entitled to enrol in a subject of study.
	Enrolled student means a student who has been admitted to an IIBIT qualification of study who is enrolled in a subject at IIBIT
UNIT (OF COMPETENCY)	means that each qualification of study comprises of a number of units which may be core/compulsory or elective. Each unit comprises a discrete set of objectives, content, methods and assessment which jointly ensure that qualification objectives and learning outcomes are met. Each unit consists of individual topics of study, unique to each unit

6 Associated Information

Related Documents	- Admissions and Enrolment Procedure - Complaints and Appeals Policy and Procedure - Completion Within Expected Duration Policy and Procedure
Related Legislation	- ASQA ACT 2015 - ESOS Act 2000 - National Code of Practice for Providers of Education and Training to Overseas Students 2018 - AQF Qualifications Pathways Policy - Direction No 53 - Assessing the Genuine Temporary Entrant Criterion for Student Visa Applications
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Document Administrator	General Manager (Academic Services and Quality Assurance)
PinPoint DocID	254

7 Change History

Version Control	Version 6.1	
Change Summary	V6.1 6-6-19	Update Document Administrator and Responsibilities SGMAC to GMASQA plus administrative changes
	V6 1-Aug-18	Revised version consolidating policy AC approved 1 Aug 2018