

Admissions Policy

Version number	4
Approved by	Academic Board
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Purpose

Sydney Institute of Higher Education (SI) is committed to establishing consistent and fair admissions procedures that work to promote and protect the integrity of SI's higher education program offerings. Through sound admissions processes SI will ensure that students are treated equitably, have the capacity to complete their chosen program, and are fully informed about their options with regard to SI programs and student obligations.

This *Admissions Policy* outlines the principles on which the admissions process is founded and details the key components of the admissions process - identifying program entry requirements, processing applications, selecting successful applicants with equity measures in place, and notifying applicants of the outcome.

Scope

This policy applies to students seeking to enrol in a SI program, and staff involved in the admissions process.

Principles

The objective of SI's admissions processes is to admit only those students to a program of study who demonstrate through their admissions evidence the most likely and reasonable chance of successfully completing the program they seek to enter.

Entry requirements will be determined based on what knowledge and skills students will need in order to have the capacity to successfully complete the specific program of study. They will also be benchmarked against entry requirements of comparable programs to ensure SI is of an appropriate industry standard.

SI will set clear entry requirements for all programs and admit students in accordance with the requirements.

As per the *Information for Students Policy*, SI must ensure that students are fully informed of their rights and obligations throughout the admissions process.

Admissions processes at SI must be transparent, fair, and applied consistently.

Evaluations of applications for enrolment should be as objective as possible and carried out in

accordance with the *Conflict of Interest Policy*.

SI will verify all application materials submitted.

In accordance with its commitment to equity and diversity, SI will ensure that applicants from underrepresented and/or disadvantaged backgrounds are supported throughout the admissions process. SI must make specific efforts to ensure that underrepresented and/or disadvantaged groups can participate fully in education and have a full understanding of and equal access to the admissions process, such as:

- Students who are part or full-time carers
- Students with disabilities
- Students experiencing mental or physical health concerns
- Mature-age students
- Students who are single parents
- International students
- Students for whom English is a second language
- Indigenous student
- Lower socio-economic students

SI will ensure that the number of students admitted into each higher education program is proportionate to SI's capacity to deliver each program and provide a favourable study environment. SI must determine the infrastructure and resources, including human resources, that will be available and admit students accordingly.

Demographic information collected during the admissions process will be used to tailor support strategies and infrastructure and resources to the specific cohort of students, ensuring that all students have the opportunity to participate, progress, and complete the program. All personal information collected during the admissions process will be highly confidential. See *Data and Records Integrity Policy* for more information.

A range of data will be collated and reported to the *Academic Board* who will advise the *Corporate Governance Board* on admissions policies and processes.

In accordance with the *Program Discontinuation Policy*, SI will not issue offers of enrolment to a program that has been discontinued.

Procedures

Program entry requirements

Program entry requirements are developed as part of the initial program proposal process (see *Program Development and Approval*) and continually reviewed and updated if necessary (see *Program Review and Continual Improvement Policy*).

Program entry requirements must be consistent with the Australian Qualifications Framework (AQF) requirements at the relevant level.

Program entry requirements will be clearly communicated to all applicants as per the *Information for Students Policy*.

Applicants who meet the program entry requirements are not necessarily guaranteed a place in the program.

Applications

Applications must be submitted by the deadline specified for the desired program. Late applications may not be considered.

Applicants must demonstrate that they meet the program entry general requirements.

General requirements

To be eligible for admission applicants must satisfy any one of the entry requirements below:

Recent Secondary Education Entry

- Year 12 with ATAR 60+ (or equivalent)

Higher Education Entry

- Successful completion of Diploma level (AQF Level 5 or equivalent) or above qualification.
- Successful completion of one full year (1 EFTSL) of an Associate Degree (AQF Level 6 or equivalent) or above qualification.

Vocational Education Entry

- Successful completion of one full year (1 EFTSL) of a Diploma (AQF Level 5 or equivalent) or above qualification.

Work and Life Experience Entry

- Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning (presented on a current resume with attached cover letter).

International Student Requirements

- Must have an equivalent IELTS 6.0 (Academic) with no skills band less than 5.5, or otherwise meet the requirements specified in the *English Language Entry Requirements Policy*.

Additional entry requirements

- If appropriate, SI programs may require applicants to attend an interview or submit a portfolio.

Selection process

Admissions Committee

The *Admissions Committee* is a permanent committee that will review eligible applications in advance of compliance checks on candidates recommended for an offer of a place within a program.

The *Admissions Committee* will include the Dean, Program Directors, and one other professional staff or teaching staff where appropriate.

The *Admissions Committee* will select the students to be offered a place in the program of study.

The *Admissions Committee* will consider the following:

- Whether the applicant meets program entry requirements, including English language proficiency;
- All students must be 18 years of age or over at the time of confirmation of their enrolment;
- If applicable, the Recognition of Prior Learning (RPL) application by the applicant.

Additionally, the *Admissions Committee* must consider the capacity of SI to deliver the program and ensure that it selects an appropriate number of students and advise the academic management committees accordingly.

Student administration

A list of students recommended for being sent offers of place by the *Admissions Committee* will be referred to the Provost who will arrange for the student administration staff who will perform verification and compliance checks of those applicants.

Under the supervision of the Provost, the student administration staff will:

- Verify the evidence and identification documents provided by the applicant
- Ask applicants for further clarification or information if necessary
- Issue Offer Letters to candidates who clear verification and compliance checks
- Advise unsuccessful applicants of the outcome of their application at the same time Offer Letters are sent.

Equity measures

Specific consideration will be given to applicants who identify as Aboriginal or Torres Strait Islander. SI provides extra support to Aboriginal and Torres Strait Islander applicants to ensure they have full access to the admissions process.

SI will establish a specific point of contact for Aboriginal and Torres Strait Islander applicants to utilise at any point during the application process.

Aboriginal and Torres Strait Islander applicants will be invited to attend an informal interview in which to discuss the individual circumstances that may support their application and ask any questions they may have about the admissions process.

As with all applicants, SI will assure itself that Aboriginal and Torres Strait Islander applicants have the capacity to complete the program with appropriate support provided by SI.

Applicants who identify as Aboriginal and Torres Strait Islander will be guaranteed a place in an SI program if they meet the entry criteria.

Notification of outcome

All applicants will be notified in writing of the outcome of their application, whether successful or not.

Successful applicants will receive an offer of enrolment as outlined below.

Unsuccessful applicants will receive a notification thanking them for the time taken to apply, and where appropriate, providing reasons for the rejection of their application. The notification will include an explanation of the appeals process should they wish to dispute the decision.

Offer of enrolment

Applicants selected by the *Admissions Committee* who clear verification and compliance checks will receive a Letter of Offer that clearly states the date by which the offer must be accepted.

Additionally, the Letter of Offer will be accompanied by information regarding:

- Terms and Conditions of enrolment at SI
- Fees and charges
- Program withdrawal options including fee refunds and tuition assurance
- Information about Work Integrated Learning and internship arrangements if applicable.

Applicants who wish to accept the offer to enrol in an SI program must sign the Terms and Conditions and return it to SI by the specified date.

If the applicant fails to accept the offer by the specified date, the offer will expire.

Withdrawal of an offer

The *Admissions Committee* may withdraw an offer of enrolment in the event that the offer of enrolment is based on an incomplete, inaccurate or fraudulent application.

An offer withdrawal must be communicated to the applicant in writing.

Applicant appeals

All applicants have the right to appeal a decision made by the *Admissions Committee*.

Appeals will be considered based on the following grounds:

- The applicant satisfies the program entry requirements
- The application was submitted correctly
- The admissions process was not implemented in accordance with SI policies and expectations for staff conduct.

Procedure to be followed in appeals is outlined in the *Student Complaints and Appeals Policy*.

Review and improvement

The *Academic Board*, taking advice from academic management committees and senior academic staff, will continually review policies, in accordance with the *Compliance Calendar*, to ensure the best outcomes for students. The *Academic Board* will provide advice to the *Corporate Governance Board*, in accordance with the *Compliance Calendar*, about continual tailoring of admissions policies and processes to the needs of SI students in annual reports.

Advice about improvements of admissions policies will be made based on analysis of reports regarding:

- Enrolment, retention, and completion rates
- Rate of students identified as at risk
- Rate of unsatisfactory progress cases
- Student use of support services
- Student academic performances
- Student complaints and appeals.

Recurring issues that appear in these reports may be related to admissions processes and the *Academic Board* may recommend changes accordingly.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Student Administration Coordinator and *Admissions Committee*.

The *Academic Board* will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

Additionally, the *Academic Board* will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct on an ongoing basis.

Based on these monitoring activities, The *Academic Board*, in accordance with the *Compliance Calendar*, must provide a report to *Corporate Governance Board* and ensure that findings are taken into account in planning, quality assurance and improvement processes.

Definitions

Academic Board: the governing body responsible for academic matters, including learning and teaching, program approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes. The *Academic Board* advises the *Corporate Governance Board* on academic matters.

Academic staff: staff employed at SI in learning and teaching or research capacity.

Australian Qualifications Framework (AQF): National guidelines that regulate Australian post-compulsory education and training qualifications. The framework identifies learning outcomes for each AQF level and qualification, policy requirements, educational and economic objectives, governing and monitoring arrangements.

Domestic student: a person enrolled in a program at SI who is either an Australian or New Zealand citizen, or an Australian Permanent Resident.

Education Services for Overseas Students Act 2000 (ESOS Act): Australian federal legislation establishing legislative requirements and standards for the quality assurance of education and training institutions offering programs to international students who are in Australia on a student visa.

International student: a person enrolled in a program of study at SI who is not a citizen of Australia or New Zealand, or an Australian Permanent Resident, and has been granted a student visa by the Department of Home Affairs to study full-time in Australia.

Review schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	05/02/2018	Adopted	05/2/2021
2	Academic Board	16/09/2019	Included ATAR and other pathways for domestic students	16/09/2022
3	Academic Board	06/02/2020	Incorporate change in relation to students under the age of 18	06/02/2021
4	Academic Board	17/09/2020	Revised to remove AQF Level 4 vocational qualification entry requirements as per CRICOS concern	17/09/2023

▲ Related Documents

↗ Anti-Discrimination Policy
↗ Conflict of Interest Policy
↗ Data and Records Integrity Policy
↗ English Language Entry Requirements Policy
↗ Information For Students Policy
↗ Program Development and Approval Policy
↗ Program Discontinuation Policy
↗ Program Review and Continual Improvement Policy
↗ Public Information Policy
↗ Recognition of Prior Learning Policy
↗ Certification Guidelines

[↗ Admissions Committee - Terms of Reference](#)

End of document: "Admissions Policy"

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