

ADMISSION POLICY

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Document Owner	Dean		
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References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018); and the Higher Education Support Act 2003 (Cth).		
Related Documents	Award of Grades Policy; Award of Credit Policy		
Version	Change description	Approved	Effective Date
1.7	Section 9.2, remove the wording “and by the APIC authorised agent network”.		11 April 2017
1.8	Section 5 added a paragraph on ‘unreasonable barriers to access’. Section 10.1 Deferred enrolment added.		27 July 2017
1.9	Section 6.2, update undergraduate admission criteria to include “minimum ATAR”.		31 August 2017
1.9	Updates	Academic Board 24 February 2017	February 2017
2.0		Academic Board 29 January 2019	8 February 2019

1. Purpose

APIC applies admission criteria, English language proficiency, and professional employment experience requirements (where applicable) similar to those of comparable universities and higher education institutions in accordance with Australian higher education legislative and regulatory requirements.

This Policy describes the minimum standards and criteria by which students will be eligible for admission to undergraduate and postgraduate courses at APIC.

2. Scope

This Policy applies to all applicants to undergraduate and postgraduate courses at APIC. This document should be read in conjunction with other related policies (see Related Documents).

3. Definitions

Item	Definition
<i>AQF</i>	The Australian Qualifications Framework, which describes the minimum standards and levels of Australian qualifications and award courses.
<i>Conditional offer</i>	An offer of admission made to an applicant who has applied for an award course and who is awaiting confirmation of having met the English requirements upon which the offer of admission is dependent.
<i>General work experience</i>	Any experience gained while working in a specific field, job or occupation.

<i>International applicant</i>	A person applying to study on a student visa, who is not a citizen of Australia or New Zealand, or who is not an Australian permanent resident, or who is a temporary resident of Australia.
<i>Letter of Offer</i>	An offer of admission made to an applicant who has applied for an award course and who meets all the requirements for entry.
<i>Managerial work experience</i>	Work experience that includes responsibility for planning and organizing resources (including staff), leading or influencing individuals or groups and controlling processes, and that is characterised by the requirement to make decisions that can have a significant impact on the organisation.
<i>Professional work experience</i>	Work experience that includes some authority for decision- making, individual accountability for results, and that is characterised by specified in-depth work requirements and the ability to use independent judgment and discretion in the performance of duties.
<i>Related field</i>	Belonging to the MANAGERS or PROFESSIONALS major groups as classified by the Australian and New Zealand Standard Classification of Occupations (ANZSCO).
<i>Uncredentialed learning</i>	Informal learning for which a transcript, certificate or equivalent award has not been issued upon completion.

4. Admission Principles

The following principles and practice form the foundation for this policy.

APIC is committed to recruiting students in an ethical and responsible manner and to that end provides prospective students with current and accurate information regarding the requirements for admission into APIC courses in print and through referral to an electronic copy. This information includes the minimum levels of English language proficiency, educational qualifications, work experience (if required), and whether the awarding of credit and/or Recognition of Prior Learning (RPL) may be available (refer [Award of Credit Policy](#)).

All applications for admission are evaluated, and qualifications, experience and English language proficiency are validated. Applications are processed in accordance with APIC's established pre-admissions and admissions procedures (refer to Section 8 of this policy: Verifying Applicants' Documents and Academic and English Language Credentials).

APIC is committed to ensuring the equitable and open implementation of this policy, including a commitment to incorporating affirmative consideration of educational disadvantage which may have been experienced by applicants who can demonstrate their readiness to undertake higher education study. Notwithstanding these commitments APIC is bound by its obligations to both the Privacy Act 1988 and the Migration Act 1958.

APIC ensures that course admission requirements do not present unreasonable barriers to access. College admission and enrolment processes include provision for applications for additional consideration from students who:

- are Aboriginal and Torres Strait Islander people;
- are from culturally and linguistically diverse backgrounds;
- are a mature aged applicant;
- have a disability or long-term medical condition;
- have difficult circumstances (family or background); and/or

- have suffered disadvantage in their prior academic performance.

Such requests should be made in writing and submitted with the course on-line application (refer [Equity and Diversity Policy](#)).

5. Entry Requirements

All applicants for APIC courses must hold the relevant academic or equivalent qualifications that are consistent with the requirements to commence study at the Australian Qualifications Framework (AQF) level for that course (refer Sections 5.1 Postgraduate entry requirements, and 5.2 Undergraduate entry requirements).

Individual applicants for any award course who do not meet the formal entry requirements may be considered on a case by case basis and approved for admission by the Dean.

Students who have accepted a Letter of Offer and who have not yet enrolled in their course may apply to defer their enrolment for a period of up to 12 months from their proposed course start date.

Where English is not an applicant's first language or where the applicant's qualifications are from institutions where the delivery of the program was not in English, applicants are required to demonstrate their proficiency in English by achieving the English entry level in an internationally recognised English Language examination, as detailed for the relevant programs below. (refer Sections 5.1.3 English language requirements for postgraduate entry, and 5.2.2 English language requirements for undergraduate entry)

Applicants who do not meet APIC's English proficiency requirements can be made a conditional offer, with the requirements to complete an approved intensive English language course and to meet the required standard before their commencing their APIC award course. (refer to Section 6 Conditional Offers on Satisfying English Language Requirements).

Individual applicants for any award course who do not meet the formal English language requirements may be considered on a case by case basis and approved for admission by the Dean.

5.1. Postgraduate entry requirements

5.1.1. Master Degrees (AQF Level 9)

The following admission criteria apply to all applicants to courses at APIC that lead to the award of an AQF Level 9 qualification. Additional English language requirements for international students are provided at 5.1.3 English language requirements for postgraduate entry.

- Applicants must have successfully completed a Bachelor's degree (AQF 7) or higher, awarded by a recognised university or higher education institution, in any discipline.

Applicants who do not meet these entry requirements for the Master Degrees but who successfully complete a Graduate Diploma at APIC will be eligible to progress to a Master Degree.

5.1.2. Graduate Diplomas and Graduate Certificates (AQF Level 8)

The following admission criteria apply to all applicants to courses at APIC that lead to the award of an AQF Level 8 qualification. Additional English language requirements for international students are provided at 5.1.3 English language requirements for postgraduate entry.

- Applicants must have:

- successfully completed a Bachelor degree (AQF 7) or higher awarded by a recognised university or higher education institution, in any discipline; *OR*
- successfully completed an Associate Degree or Advanced Diploma (AQF 6) awarded by a recognised university or higher education institution, in any discipline, AND have at least two- years full-time managerial and/or professional work experience in a related field; *OR*
- a minimum of three-years full-time managerial and/or professional work experience in a related field; *OR*
- a minimum of five-years full-time general work experience in a related field.

Applicants who do not meet the entry requirements for the Master degrees offered by APIC and who successfully complete a Graduate Diploma will be eligible to progress to a Master Degree.

5.1.3. English language requirements for postgraduate entry

All applicants from a non-English speaking background applying to any postgraduate course at APIC must satisfy the following additional English language requirements:

- IELTS Academic: overall band score of 6.5 or higher with no band below 6.0 in writing and speaking; *OR*
- IBT (Internet-based TOEFL): overall score of 79 with a writing section minimum of 21 and speaking 18; *OR*
- Cambridge Certificate of Proficiency in English (CPE): Overall score 180, writing and speaking 180; *OR*
- Cambridge Certificate of Advanced English (CAE): Overall 176 with a writing and speaking minimum score of 169; *OR*
- PTE Academic Module with a minimum score of 58 with a writing and speaking section minimum of 50.

5.2 Undergraduate entry requirements

5.2.1 Bachelor Degrees (AQF Level 7)

The following admission criteria apply to all applicants to courses at APIC that lead to the award of an AQF Level 7 qualification. Additional English language requirements for international students are provided at 5.2.3 English language requirements for undergraduate entry.

- Applicants must have successfully completed:
 - Year 12 in Australia with a minimum ATAR of 65; *OR*
 - the equivalent to an Australian Year 12 at a recognised overseas *OR*
 - a Certificate IV (AQF 4) or higher awarded by a recognised higher education/vocational provider; *OR*
 - a General Certificate of Education Advanced Level (GCE A) with three or more C Grades; *OR*
 - a Global Assessment Certificate with an average Grade of 65% or higher; *OR*
 - an International Baccalaureate.

5.2.2 English language requirements for Bachelor entry

All applicants from a non-English speaking background applying to any AQF Level 7 qualification at APIC must satisfy the following additional English language requirements:

- IELTS Academic: overall band score of 6.0 or higher with no band below 5.5 in writing and speaking; *OR*

- IBT (Internet-based TOEFL): overall score of 65 with a writing section minimum of 21 and speaking 18; *OR*
- Cambridge Certificate of Proficiency in English (CPE): Total score of 169 or over with no band below 162 in writing and speaking; *OR*
- Cambridge Certificate of Advanced English (CAE): 169 or over with no band below 162 in writing and speaking; *OR*
- PTE Academic Module with a minimum score of 50 with a writing and speaking minimum score of 42.

5.2.3 Diplomas (AQF Level 5)

The following admission criteria apply to all applicants to all courses at APIC that lead to the award of an AQF Level 5 qualification. English language requirements for international students are provided at 5.2.3 English language requirements for undergraduate entry.

- Applicants must have successfully completed:
 - Year 12 in Australia with a minimum ATAR of 55, *OR*
 - the equivalent to an Australian Year 12 at a recognized overseas institution
 - a Certificate IV (AQF 4) or higher awarded by a recognized higher education/vocational institution; *OR*
 - a General Certificate of Education Advanced Level (GCE A) with three or more D Grades; *OR*
 - a Global Assessment Certificate with an average Grade of 55% or higher; *OR*
 - an International Baccalaureate.

Applicants who do not meet the formal entry requirements may be considered on a case by case basis, however, must demonstrate their readiness and suitability to commence the course (see Section 7 Assessment of Work Experience and Uncredentialed Learning).

5.2.3 English language requirements for Diploma entry

All applicants from a non-English speaking background applying to any AQF Level 5 qualification at APIC must satisfy the following additional English language requirements:

- IELTS Academic: overall band score of 5.5 or higher with no band below 5.0 in writing or speaking; *OR*
- IBT (Internet-based TOEFL): overall score of 65 with a writing section minimum of 21 and speaking 18; *OR*
- Cambridge Certificate of Proficiency in English (CPE): Total score of 169 or over with no band below 162 in writing and speaking; *OR*
- Cambridge Certificate of Advanced English (CAE): Total score of 169 or over with no band below 162 in writing and speaking; *OR*
- PTE Academic Module with a minimum score of 50 with a writing and speaking minimum of 42.

6 Conditional Offers on Satisfying English Language Requirements

Applicants who do not meet APIC's English proficiency requirements can be made a conditional offer with a requirement to complete an approved intensive English language course and meet the required standard before commencing their APIC award course.

7 Assessment of Work Experience and Uncredentialed Learning

Applicants seeking admission to an award course on the basis of relevant work experience or uncredentialed learning must demonstrate their readiness and suitability to commence the course. Specifically, applicants will be required to supply certified copies of statements from employers,

present a portfolio, or demonstrate their competence through an appropriate form of assessment. It is the applicant's responsibility to provide all certified documentation for assessment at the time of application.

8 Verifying Applicants' Documents and Academic and English Language Credentials

APIC verifies each applicant's academic and English language credentials and the status of the awarding institution before the issuing of a Letter of Offer.

8.2 Certified documentation

Applicants must submit original or officially certified copies of their academic transcripts and English language course certificates (as appropriate). To be considered officially certified copies, documents must be certified by a Justice of Peace or by an authorized agent.

These forms include:

- academic transcripts and completion letters;
- passport;
- English language proficiency certification;
- background checklist; and
- gap explanation (work experience).

8.3 Non-English language documentation

Applicants holding an overseas qualification or qualifications which are not in English must provide the original transcript/s and testamur/s and submit approved translation/s of those documents. APIC will only accept translations by NAATI translators.

8.4 Document requirements for assessment and approval

Documents submitted to APIC must conform to the identified requirements. Appendix 2 provides details of the specific requirements relating to the submission of original, translated and certified documents.

9 Letters of Offer, Acceptance and Issue of CoEs

Once an applicant's documentation has been checked and validated, an APIC Letter of Offer will be prepared and sent to the applicant. The APIC Letter of Offer is the only approved offer and acceptance agreement.

The Letter of Offer will include course, course start and end date, campus location, up-front and total tuition fees and non-tuition fees, any conditions of enrolment, health cover provision for International students and information on APIC's [Refund Policy](#) and procedures.

If the applicant wishes to proceed, they must sign, date and submit the Letter of Offer before or at the time of payment of fees.

The Applicant is also required to pay the first study period's tuition fee and OSHC (full visa length) before an electronic Confirmation of Enrolment (eCoE) is issued.

9.2 Deferred enrolment

After submitting their signed acceptance of the Letter of Offer, and before the payment of fees, a student may apply to Admissions to defer their enrolment for a maximum of one year from their original commencement date as specified in the Letter of Offer.

Approval to defer will be subject to there being available capacity on the campus at which the student will be enrolled at the time of commencement of studies.

Appendix 1 Tertiary Study in English Language Medium Requirements

Applicants may be deemed to have met the APIC English language requirements for admittance if they have successfully completed a Diploma, Advanced Diploma, Associate Degree or a Bachelor Degree in an Australian Tertiary institution within the last 24 months.

Applicants who have studied English before their application or those with prior living experience in an English-speaking country do not automatically meet APIC's English Language proficiency requirements and are considered on a case by case basis. In all such cases the College may still require applicants to pass the English for Academic Purposes (EAP) test (minimum score of 70 for Undergraduate courses and 80 for Postgraduate courses) or equivalent tests before their commencement of studies at APIC.

Appendix 2 Document requirements for Assessment and Approval

Documents	Requirements and Comments
Academic Documents	<p>The following certified Academic documents are required:</p> <ul style="list-style-type: none"> • Official academic transcripts and graduation certificates from their senior secondary studies and any subsequent studies, including any incomplete qualification. A key to results is required which explains the results. • Academic transcripts must state duration of course, as some consolidated transcripts do not show fails. If consolidated transcripts are provided, you must request and receive detailed mark sheets. Detailed mark sheets are required to calculate the credits the student has studied to determine the course duration. • Passport: A copy of the student passport photo page & visa (if applicable). <p>Documents that are not in English</p> <ul style="list-style-type: none"> • If the qualification is not in English, we require an Official English language translated document. We need both the original language academic transcripts and graduation certificate and translated version of the document.
Translated Documents	<p>The translated document must be prepared by a recognised official translation service (in Australia they can find an official translator on the NAATI website: http://www.naati.com.au/home_page.html)</p> <ul style="list-style-type: none"> • The translation must be on official letterhead and bear the stamp or signature of the translator or translation service. • The translator must certify that the translation is a correct translation. • The translation must not be prepared by the student, or a person interested in the outcome of the student's application.
Certified Copies	<ul style="list-style-type: none"> • Officially certified copies of documents are preferred as original documents will not be returned. Downloaded transcripts from the internet are not accepted (unless the period between the completion of the previous course and the commencement of the new course will not allow time for an Official copy to be provided; in these instances, an internet copy will be accepted if each page of the transcript is signed and dated & stamped by the University as being true and correct. • To have a document certified, the student should take the original and a copy to an authorised person. The person must then write on every page of the copy document, "<i>I have sighted the original and certify this to be a true copy of the original — Initial and date</i>" (<i>sample statement</i>). APIC will not accept a scanned document as a certified document unless a scanned document has been sent to APIC by an APIC agent. APIC will not accept electronic stamps from agents, except from ECA. • A list of authorised person who can certify documents can be found at: http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx. • Outside of Australia - Any person or agency recognised by the law of the country in which the student resides can certify documents.
Evidence of Completion	<ul style="list-style-type: none"> • Certified copy of Graduation Certificate.
Work Experience	<ul style="list-style-type: none"> • Copy of CV/resume needs to include dates of employment, the name of the company, a title held, duties and responsibilities. <p>Supporting evidence of employment to include:</p> <ul style="list-style-type: none"> • Reference letter from employer/s • Copy of signed contract from past employment • Copy of pay slips/tax invoices
Evidence of English Language Proficiency	<p>APIC accepts a variety of English language tests to measure a student's English language proficiency. The qualification must be less than 2 years old.</p>