

## QF006 ADMISSION POLICY

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Document Owner	Dean		
Responsible Officer	Registrar		
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References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2021; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2019; 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; Enrolment Policy; Enrolment Rules		
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
2.1	Appendix 1 reworded to provide clarity and a clearer process.	Academic Board 3 April 2019	17 April 2019
2.2	Addition of section 4.1 Relationship to the Higher Education Support Act 2003 Addition in section 5.1.1 of an entry criterion for applicants into the Master degree who complete a Graduate Certificate or Graduate Diploma	Academic Board 21 October 2019	21 October 2019
2.3	Minor changes – Section 5, 5.2.1 inserted criteria regarding age 18 years old	CEO 13.03.2020	17.03.2020
2.4	Minor changes for clarity and addition of preparation programs to admission criteria	Academic Board 1 April 2022	4 April 2022
2.5	Minor changes to the job titles	CEO 11 July 2023	11 July 2023

### 1. Purpose

APIC applies admission criteria, English language proficiency, and professional employment experience requirements (where applicable) similar to those of comparable 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 and rules (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 which has conditions attached to it which the student must satisfy for the offer to be valid.
<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 and Written Agreement</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>Preparatory course</i>	A non-award course delivered by an Australian university or Institute of Higher Education that provides applicants with academic knowledge and skills needed to complete their preferred course.
<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>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 practices form the foundation for this policy.

APIC is committed to recruiting students in an ethical and responsible manner and provides prospective students with current and accurate information regarding the requirements for admission into APIC courses. This information includes the minimum level of English language proficiency, educational qualification, work experience (where applicable), 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 (refer to Appendix 2 for detailed information). Applications are processed in accordance with APIC's established pre-admissions and admissions procedures (refer to Section 7 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.

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.

#### **4.1 Relationship to the Higher Education Support Act 2003**

In accordance with the *Higher Education Support Act 2003* APIC will treat fairly all students and potential students and has open, fair and transparent procedures that are based on merit for making decisions about:

- a) the selection of students from among persons who seek to enrol with APIC; and
- b) the treatment of students.

Potential Students seeking to enrol with APIC, regardless of their background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same processes.

The above undertakings do not prevent APIC from considering, when making decisions about the selection and treatment of students or potential students, educational disadvantages that a particular student has experienced, or the fact that the student or potential student may be enrolled via a restricted access arrangement.

## **5. Entry Requirements**

All applicants for APIC courses must be 18 years of age or over at the commencement of their course and 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 entry requirements may be considered on a case by case basis and approved for admission by the Dean.

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 must meet the required standard before commencing their APIC award course.

### **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 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; *OR*
- Applicants who have completed a postgraduate preparation program.

#### 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*
  - successfully completed a postgraduate preparation program; *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.

#### 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 a minimum score of 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)

All applicants for APIC courses must be 18 years of age or over at the commencement of their course and hold the relevant academic or equivalent qualifications that are consistent with the requirements to commence study leading to an AQF Level 7 award. 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
- an undergraduate preparation program.

### 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 a minimum score of 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 a minimum score of 5.0 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): 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 minimum writing and speaking score of 42.

## **6. 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.

## **7. 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 and Written Agreement.

### **7.1 Certified documentation**

Applicants must submit original or officially certified copies of their application documents, including proof of age, academic transcripts and English language course certificates (as appropriate). To be considered officially certified copies, documents must be certified by an authorised person (a list of authorised persons who can certify documents can be found at <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>) or by an authorised agent.

These forms include:

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

### **7.2 Non-English language documentation**

Applicants holding overseas qualification(s) that were not delivered 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.

### **7.3 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.

## **8. Letters of Offer and Written Agreement, Acceptance and Issue of CoEs**

Once an applicant's documentation has been checked and validated, an APIC Letter of Offer and Written Agreement will be prepared and sent to the applicant if they meet all requirements. The APIC Letter of Offer and Written Agreement is the only approved offer and acceptance agreement. An offer may contain conditions specific to the offer that a prospective student or student must satisfy by the date specified in the conditional Letter of Offer and Written Agreement.

The Letter of Offer and Written Agreement 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 and Written Agreement before or at the time of payment of fees.

Any International applicant is also required to pay the first study period's tuition fee and Overseas Student Health Cover (full visa length) before an electronic Confirmation of Enrolment (eCoE) is issued.

### **8.1 Deferred enrolment**

After submitting their signed acceptance of the Letter of Offer and Written Agreement, and before the payment of fees, a student may apply to Admissions to defer their enrolment in accordance with APIC's Enrolment Policy.

## **Appendix 1 Applicants who are transferring from another Australian Institution**

Applicants who do not meet the APIC English Language requirements for the course for which they are seeking admission may be considered on a case by case basis as follows<sup>1</sup>:

1. Applicants who have successfully completed a Diploma, Advanced Diploma, Associate Degree or higher qualification within the last 24 months may be deemed to have met the APIC English language requirements for admission to an undergraduate award.
2. Applicants who have successfully completed a Bachelor Degree or higher qualification in an Australian Higher Education institution within the last 24 months may be deemed to have met the APIC English language requirements for admission to a postgraduate award.
3. Applicants who have partially completed a course at an accredited Australian Higher Education Institution at the same AQF level as the APIC course for which they are seeking admission may be deemed to have met the English language requirements for admission to APIC if they meet the following conditions:
  - a. The applicant has successfully completed an English for Academic Purposes (EAP) course at an accredited Higher Education Institution; and
  - b. The applicant has successfully completed at least 50% of a full-time study load in their most recent study period at an accredited Australian Higher Education Institution.

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<sup>1</sup> Applicants admitted to APIC under the circumstances described at point 1 and 2 above will be monitored carefully to ensure that they make reasonable progress through the course.



## Appendix 2 Document requirements for Assessment and Approval

Documents	Requirements and Comments
Academic and Other Documents	<p>The following certified Academic documents are required:</p> <ul style="list-style-type: none"> <li>Official academic transcripts and graduation certificates from the applicant's senior secondary studies and any subsequent studies, including any incomplete qualifications. A key to results which explains the results is required.</li> <li>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.</li> <li>Passport: A copy of the student passport photograph page and visa (if applicable).</li> </ul> <p>Documents that are not in English</p> <ul style="list-style-type: none"> <li>If the qualification is not in English an Official English language translated document is required. Both the original language academic transcripts and graduation certificates and translated versions of the documents must be submitted.</li> </ul>
Translated Documents	<p>The translated documents must be prepared by a recognised official translation service. Australia official translators can be found on the NAATI website: <a href="http://www.naati.com.au/">http://www.naati.com.au/</a>.</p> <ul style="list-style-type: none"> <li>The translation must be on official letterhead and bear the stamp or signature of the translator or translation service.</li> <li>The translator must certify that the translation is a correct translation.</li> <li>The translation must not be prepared by the student, or by any person with a personal, financial or other interest in the outcome of the student's application.</li> </ul>
Certified Copies	<ul style="list-style-type: none"> <li>Officially certified copies of documents are preferred <b><u>as original documents will not be returned</u></b>. Downloaded transcripts from the internet are not accepted except where the period between the completion of the previous course and the commencement of the new course is insufficient to allow time for an official copy to be provided. In these circumstances a downloaded document will be accepted if each page of the transcript is signed, dated and stamped by the issuing institution as being a true and correct record.</li> <li>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> (sample statement). 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 but will accept electronic stamps from ECA.</li> <li>Outside of Australia - Any person or agency recognised by the law of the country in which the student resides can certify documents.</li> </ul>
Evidence of Completion	<ul style="list-style-type: none"> <li>Certified copy of Graduation Certificates from all qualifications required for entry.</li> </ul>

<b>Work Experience</b>	<p>The following documents must be submitted for applications based on work experience:</p> <ol style="list-style-type: none"> <li>1. A copy of the applicant's curriculum vitae /resume needs to be provided that include the following information for each relevant role held: <ul style="list-style-type: none"> <li>• the name of the company(ies) where the applicant was employed;</li> <li>• the dates of employment with each company;</li> <li>• the work title held with the company;</li> <li>• a brief summary of the duties and responsibilities of the role(s).</li> </ul> </li> <li>2. Supporting evidence of employment including: <ul style="list-style-type: none"> <li>• A reference letter from employer/s</li> <li>• Signed copies of all employment contracts and/or copies of pay slips/tax invoices that include the individual's name</li> </ul> </li> </ol>
<b>Evidence of English Language Proficiency</b>	<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>