

A8 – ADMISSIONS POLICY AND PROCEDURE

1 PURPOSE

This policy and procedure is intended to ensure that BBI-TAITE meets the requirements of the *Higher Education Standards Framework (HESF)*, particularly [1.1 Admissions](#), and that applicants are equipped to study at the level required resulting in success in their chosen field of study.

This policy and procedure set out the requirements for admission to courses of study at the Institute. It guarantees potential and current students a high-quality student-centered admissions experience that is consistent, fair, unbiased, transparent, and inclusive where applications are dealt with promptly.

2 BACKGROUND

HESF 1.1.2 states that the admissions process:

...ensures that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

- a. all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies
- b. policies, arrangements and potential eligibility for credit for prior learning, and
- c. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.

The *HESF Guidelines* for [1.1 Admissions](#) state that TEQSA will:

...need to be satisfied that the provider's arrangements with students are based on adequate disclosure and informed choice, particularly on key matters such as fees and charges, specific obligations placed on students, [and] arrangements and implications for withdrawal from enrolment ...

and that:

...prospective students must be made aware of any inherent requirements for undertaking a course, or parts of a course, that may affect those students in special circumstances or with special needs...

3 SCOPE

All prospective and current students of the Institute and staff involved in administration and recruitment of students.

4 DEFINITIONS

Admissions – the process of application, assessment against criteria, and the result of the assessment.

Census date – the last day on which a student can access HELP loans or withdraw from a unit of study without incurring a debt.

Cross-Institutional enrolment – a student from another provider enrolls in a unit offered by the Institute where, on completion of their study with the Institute, the other provider agrees to give the student credit towards their course of study at their home institution.

Consistent, fair, unbiassed, transparent, and inclusive – the Institute will publish clear selection criteria for admission to BBI-TAITE’s courses and these will be applied equitably, without fear or favour. The Institute will apply admissions policies irrespective of background or disadvantage experienced by applicants where those applicants have a reasonable prospect of success in their proposed course of study.

Confirmation of Enrolment – the letter that is sent to applicants indicating that the Institute is confirming their enrolment in their chosen course of study.

Inherent requirements – the academic and other abilities and skills required for a student to satisfactorily meet the learning outcomes of the unit and/or the aims and objectives of the course of study.

Non-award enrolment – a student is enrolled in one or more units of study without admission to a course.

Trimester – the teaching period in which units of study are delivered.

5 POLICY

BBI-TAITE aims to attract, select and retain the best-fit students for the range of courses of study offered by the Institute.

5.1 *Applicant rights, responsibilities, and course related requirements (HESF 1.1.2)*

The Institute will ensure that students are informed of:

- 5.1.1 their rights and obligations prior to enrolment and before fees are paid;
- 5.1.2 minimum entry criteria for admission to their course of study;
- 5.1.3 admission requirements that are merit-based;
- 5.1.4 professional entry where the applicant has an incomplete undergraduate degree and relevant experience of no less than 5 years;
- 5.1.5 course specific admission requirements;
- 5.1.6 any specific English language skills required for potential success in the course of study;
- 5.1.7 all charges associated with their proposed studies as known at the time of application, and the potential for changes in charges during their enrolment;
- 5.1.8 any course costs in addition to fees, for example, costs related to travel for a unit intensive;
- 5.1.9 policies on changes to or withdrawal from enrolment, tuition protection and refunds of fees and charges;
- 5.1.10 policies, arrangements and potential eligibility for credit for prior learning; and
- 5.1.11 the Institute’s *Academic Board Standing Committee* will consider student applications where admission has been applied for based on identified alternate entrance schemes or professional entry.

5.2 *Admissions processes and procedures*

The Institute will ensure that admissions processes and procedures:

- 5.2.1 are open, consistent, fair, unbiassed, inclusive and transparent concerning decisions on applicants for admission to the Institute’s courses of study;
- 5.2.2 are based on academic merit regardless of any other factors; and
- 5.2.3 reflect consistency in admission decisions.

5.3 Admission Requirements

The Institute is concerned that applicants are equipped to study at the level of the course they are applying for and that students achieve success in their chosen field of study. To be eligible to enter their chosen course of study applicants must meet:

- 5.3.1** the stated admission requirements for the course of study; or
- 5.3.2** the requirements for an alternative entrance scheme, if that scheme is a pathway for the course of study;
- 5.3.3** the minimum age requirements for the course of study;
- 5.3.4** citizenship requirements;
- 5.3.5** professional requirements where appropriate;
- 5.3.6** English proficiency requirements for the course where appropriate;
- 5.3.7** any other entrance requirements published for the course of study; and
- 5.3.8** the requirements to have access to a reliable computer and internet service.

5.4 Documentation for admission

- 5.4.1** It is the Institute's policy to sight original or certified copies for the following documents:

Primary Documents, one of:

- current Australian passport;
- Australian birth certificate;
- Australian Citizenship Certificate;
- current International passport with appropriate Australian Visa documents

Secondary Documents, one of:

- Australian driver license;
- State or Federal Government Employee photo ID;
- current Tertiary Education Institution photo ID;
- Department of Veterans' Affairs card;
- Working with Children/Teachers Registration card
- any other 40-point document as listed on the *Australian Government DET proof of identity requirements*;

and

- all academic transcripts and testamurs.

- 5.4.2** Where applicants apply for credit (including credit transfer or recognition of prior learning) certified copies of transcripts/testamurs/supporting documentation must be supplied.

5.5 Confirmation of enrolment

- 5.5.1** The Director of Student Services and Operations, the Registrar, or the Academic Dean can make an offer of admission to an applicant.
- 5.5.2** A *Confirmation of Enrolment* must include all information concerning how to apply for credit, any conditions to be met, course requirements, and fees for the relevant course of study.

5.6 Declining an Admission Application

Admission may be declined if the applicant:

- 5.6.1** does not meet the entrance requirements for the course;
- 5.6.2** has been excluded within the last two years from another BBI-TAITE course due to unsatisfactory academic progress or academic misconduct;
- 5.6.3** has been excluded from another institution within the last two years for reasons of unsatisfactory academic progress; or
- 5.6.4** is deemed to be unlikely to cope with graduate level academic study.

5.7 Appeal of admission decisions

If a student wishes to appeal the decision concerning their admission, they should refer to *A5 – Student Grievance Policy*.

6 ADMISSION PROCEDURES

- 6.1** A potential student must apply online for the course of study they wish to undertake. They must include all supporting documents in their application (see *5.4 Documentation for admission* above for a list of documents required).
- 6.2** It is the Institute's policy to sight all original documents (or certified copies) (refer *5.4 Documentation for admission* above).
- 6.3** The applicant must give permission for the Institute to verify their academic qualifications or transcript(s) of academic awards included with their application with the issuing institution (except where BBI-TAITE has issued the award).
- 6.4** In addition to sighting original or certified copies of the awarding institution's testamur/transcript BBI-TAITE will check the institution's credentials utilizing [AEI Country Education Profiles](#) (CEP), and/or contact the awarding institution to verify the information that the student has provided.
- 6.5** In deciding whether to admit an applicant, the Institute's admissions process will establish that the applicant has met the admissions criteria for the course of study they wish to undertake.
- 6.6** Under normal circumstances an applicant will be advised of the status of their application within 10 working days of making the application. This advice will confirm whether the applicant has been admitted, or whether their application has been referred to the *Academic Board Standing Committee* for determination.
- 6.7** Where applications for admission have been declined by the *Academic Board Standing Committee*, the applicant will be informed of the reasons for the rejection of the application, and, if appropriate, made aware of what they need to do to meet entry requirements for the course.

7 RELAXING PROVISION

To provide for exceptional circumstances, the Academic Dean may relax any provision of this procedure and report these decisions to the next meeting of the Academic Board.

8 KEY RELATED DOCUMENTS

- English Language Proficiency Policy
- Academic Board Standing Committee Membership and Terms of Reference

9 NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Academic Dean / Registry Team
Approval Authority / Authorities	Academic Board
Date Approved	14/01/2016
Date of Commencement	01/01/2017
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	Reviewed 13/05/2020 – Introduction of HESF standards, reduction in professional experience from 10 years to 5 years, addition of Clause 7 Relaxing Provision, and other minor changes. Plus, other minor amendments to reduce duplication, to clarify wording, and to bring wording to plain and simple English.
Key Stakeholders	Academic Board Academic Board Standing Committee Academic Dean Registrar Director of Student Services and Operations Potential applicants and current students