


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF: Standard 1.1 / 1.2 / 1.4 / 6.3 / 7.2</p> <p>SRTOs: Standard 3.5 / 4.1 / 5.1 / 5.2 / 5.3 / 5.4</p> <p>National Code: Standard 3 / 7-9</p> <p>Education Services for Overseas Students Regulations: Section 9(q)-(r), Section 11, Item (2)</p>	Student Selection and Admission	
Version: 2.5	Approved by: Academic Board	Approved on: 25/02/2022 Review by: 25/02/2024

REVISION HISTORY

Version	Description of Change	Policy Developer(s)	Effective Date
2.3	<p>Changed DIBP to Department of Home Affairs (DHA)</p> <p>Updated Procedure 2. of assessing course appropriateness for student intended course application</p> <p>Updated Procedure 4 with DHA VEVO check weblink</p> <p>Updated MMs' responsibilities of assessing applications</p>	General Manager, Operations & Risk Management	16/11/2018
2.4	Amended the General Guidelines on English Evidence and Comments in PRISMS procedure.	Compliance Manager	07/01/2020
2.5	<p>Updated reference to legislative frameworks for HESF.</p> <p>Updated the References section.</p>	Compliance Officer	25/02/2022

PURPOSE

This policy guides the process by which a prospective student is selected and enrolled into a course conducted by Academies Australasia Polytechnic (AAPoly). This policy is aligned with the legislative frameworks including the Standards for Registered Training Organisations (RTOs) 2015, the Higher Education Standards Framework 2021, the National Code 2018 and the Education Services for Overseas Students (ESOS) Act, and ESOS Regulations.

POLICY STATEMENT

This policy and the accompanying procedure ensure that every student is informed of the services they are to receive, their rights and obligations and AAPoly's responsibilities under the relevant legislative frameworks before the student signs the Student Agreement. In relevant circumstances involving international students, this policy should be read in conjunction with the Transfer Between Registered Providers Policy and Procedure.

SCOPE

This policy applies to domestic and international students enrolling into accredited courses offered by AAPoly.

DEFINITION

Admission	The process of being accepted to study at AAPoly
Selection	The action of carefully choosing someone as being the most suitable
Student Agreement	The binding contract between a student and AAPoly
Simplified Student Visa Framework (SSVF)	The national Australian framework managed by the Department of Home Affairs whereby all CRICOS-registered education providers have access to the benefits associated with 'streamlined evidentiary requirements' in regards to student visa applications for some countries. Education providers and source countries are allocated a risk rating, based on the immigration risk outcomes over the previous 12-month period.
Visa Entitlement Verification Online (VEVO)	A free online service that gives visa holders, employers and other registered organisations access to visa entitlements and status information 24 hours a day.

POLICY

1. AAPoly upholds the principles of transparency and equity in the selection and admission of students into the programs on offer. Applicants seeking to enrol in a course conducted by AAPoly are required to provide the relevant evidence that they meet the admission criteria of the course they wish to enrol by the date prescribed on the material that detailed admission dates and criteria. For international students, they must also meet the relevant Australian Legislative Requirements for study.
2. AAPoly recognises that some applicants may suggest alternative evidence corresponding to the academic admission criteria and request special considerations. Applicants seeking for a special consideration for admission via Recognition of Prior Learning should refer to the Academic Credit and Recognition of Prior Learning Policy and Procedure for further details.
3. Marketing Department ensures that all the documents are submitted and verified for originality and authenticity before assessing the application based on the entry requirements.
4. AAPoly provides required information about accepted students in PRISMS in accordance to ESOS Act and ESOS Regulations 2019.
5. Academic Board is responsible for setting up the Admission Criteria for Higher Education courses.

RESPONSIBILITIES

- The **Department Head-Marketing (DH-M)** is responsible for developing, maintaining and communicating this policy to the relevant staff members.
- **AAPoly staff members** involved in selecting and enrolling students into the programs offered by AAPoly are required to understand and comply with this policy and the accompanying procedure.
- **Marketing Managers (MMs)**
 - Advises potential students on available courses and critical information and determines eligibility of student based on the admissions criteria and SSVF Guideline provided.
 - If applicable, provides name and contact details of any third party AAPoly represents or, on the other hand, the third party that will provide the course to the student on behalf of AAPoly.
 - Ensures all documents for course application are complete and relevant fees are collected.
 - Ensures relevant policies and procedures are adhered to.
 - Checks the visa status of all onshore applications on VEVO and verifies the IELTS certificate or other evidence of English language proficiency (if applicable) submitted by the student.
- **Designated Marketing Officer (DMO)**
 - Check documents for course application in Paradigm and informs MM on any outstanding or incomplete documents for follow up
 - Complete the enrolment process and enter the data accurately in Paradigm

- **Student Services** prepare student files and communicate to the student the orientation schedule.

FEEDBACK

Queries or feedback about this policy should be directed to the DH-M through g.rodriquez@academies.edu.au. The DH-M will respond in writing to the feedback or enquiries within two weeks unless an extenuating circumstance requires an immediate response or action. Any changes to this policy as a result of the queries or feedback will be documented in the version control register and used as part of continuous improvement and quality assurance of AAPoly.

REFERENCES

Source	Document Title	Version/Date
Internal	AAPoly Student Selection and Admission Policy	v2.5
	AAPoly Academic Credit and RPL (HE) Policy and Procedure	v4.9
	AAPoly Course Credit (VET) Policy and Procedure	v1
	AAPoly Marketing Information and Practices Policy and Procedure	v2.5
	AAPoly Transfer of International Students between Registered Providers Policy and Procedure	v7
External	Department of Home Affairs Website	https://immi.homeaffairs.gov.au/
	Higher Education Standards Framework	2021
	Standards for Registered Training Organisations	2015
	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students	2018
	ESOS Act 2000	2018
	ESOS Regulations	2019