

PROCEDURE		
Ref. to Legislative Frameworks: HESF 2021: Standard 1.1 / 1.2 / 1.4 / 6.3 / 7.2 National Code: Standard 3 / 7-9 Education Services for Overseas Students Regulations: Section 9(q)-(r), Section 11, Item (2)	Student Selection and Admission (HE)	
Version: 3.1	Approved by: Chief Executive Officer	Approved on: 05/05/2026 Review by: 05/05/2028

REVISION HISTORY

Version	Description of Change	Procedure Developer(s)	Effective Date
2.5	Updated the reference to legislative frameworks for HESF. Update the weblink for AEI NOOSR Country Education Profiles. Updated the English Evidence for Higher Education. Updated the References section.	Compliance Officer	25/02/2022
2.6	Updated English language entry requirements and entry requirements to postgraduate courses.	CEO	26/10/2023
2.7	Updated English language entry requirements	Compliance Officer	05/03/2024
3.0	Replaced references of GTE with Genuine Student (GS) Requirement	Compliance Manager and CEO	10/04/2026
3.1	Revised to align with Student Selection & Admission (HE) Policy v3.0. Restructured for clarity; updated scope to HE only; aligned responsibilities with policy; simplified procedure steps; strengthened compliance references.	CEO	05/05/2026

PURPOSE

This procedure describes the operational steps for selecting and admitting students into Higher Education (HE) courses at Academies Australasia Polytechnic (AAPoly). It gives effect to the Student Selection and Admission (HE) Policy and ensures compliance with the Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021) and the Education Services for Overseas Students (ESOS) legislative framework.

SCOPE

This procedure applies to all staff involved in the selection, assessment, and admission of domestic and international students into AAPoly's HE programs, including Marketing, Admissions, and Student Services teams.

Note: For international students, this procedure must be read in conjunction with the *Transfer of International Students between Registered Providers Policy and Procedure*, where applicable.

DEFINITIONS

Admission	The process of being accepted to study at AAPoly
Admissions Officer (AO)	Staff member responsible for assessing applications and issuing offers and Confirmation of Enrolments.
eCOE	Electronic Confirmation of Enrolment — issued via PRISMS to confirm a student's enrolment with a registered provider.
Genuine Student (GS) Requirement	A requirement under the Australian student visa framework where providers must assess whether an applicant intends to study genuinely and has the capacity to undertake the course of study. AAPoly uses Genuine Student Assessment (GSA) form to assess the applicant's intention to student in Australia.
Group Admissions Manager (GAM)	Senior Officer responsible for overseeing admissions operations and compliance.
Marketing Manager (MM)	Staff member responsible for engaging prospective students and/or education agents and supporting the admissions process.
PRISMS	Provider Registration and International Student Management System — the national system used to manage international student records and issue eCoEs.
Selection	The process of carefully evaluating and choosing the most suitable applicant for a course.
Student Agreement	The binding contract between a student and AAPoly that confirms the terms of enrolment.
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.

PROCEDURE

The following steps describe the end-to-end admissions process for HE students. All decisions and actions must be documented in the Student Management System (Paradigm).

Step	Action	Responsible	System / Communication Methods
1	Enquiry & Course Information The MM provides prospective students (or their education agents) with accurate information about available HE courses, entry requirements, fees, student support services, and student rights and responsibilities in accordance with the Marketing Information and Practices Policy.	MM	In person; by phone; email; online meeting systems; and communication or messaging apps
2	Application Submission The applicant (directly or via a registered education agent) submits a completed Application Form with all required supporting documents, including: • Certified copies of academic qualifications (with certified English translation where applicable) • English language proficiency evidence • Completed Genuine Student Assessment (GSA) Form (international students) • Confirmation of adequate funds for full course duration (if required). Credit transfer requests must be submitted at this stage and are assessed in accordance with the Academic Credit and RPL (HE) Policy and Procedure.	Applicant / MM	Email; communication or messaging apps; Paradigm
3	Special Needs Disclosure If the applicant discloses a special need, the MM refers the matter to the GAM, who consults the Academic Dean to determine whether appropriate adjustments and support can be provided. If AAPoly is unable to meet the applicant's needs, the MM advises the applicant or education agent accordingly.	MM / GAM / Academic Dean	In person; by phone; email; online meeting systems; and communication or messaging apps
4	Document Verification The AO verifies the authenticity and completeness of all submitted documents, including: • English proficiency evidence (using official verification services — see Appendix A) • Academic qualifications (using DFAT Country Education Profiles) • Visa status via VEVO for all onshore applicants Where document authenticity is in doubt, the AO contacts the issuing authority. Where eligibility is unclear, the AO refers the application to the Academic Dean.	AO	English tests verification websites; VEVO; Paradigm

Step	Action	Responsible	System / Communication Methods
5	Admission Assessment The AO assesses the application against the course-specific admission criteria approved by the Academic Board, including English language proficiency, academic entry requirements, and (for international applicants) the Genuine Student Requirement. Visa subclass is recorded in Paradigm. If the visa subclass is not appropriate for the intended level of study, the AO advises the applicant to apply for the correct visa. Transfer applicants from another registered provider must be assessed in accordance with the Transfer between Registered Providers Policy and Procedure.	AO	Paradigm
6	Offer of Admission If the application meets all requirements, the AO (or authorised MM) prepares a Student Agreement (SA). Offer applications must be reviewed and approved in writing by the GAM before SA is issued. The SA is sent to the applicant or education agent via email. The SA must clearly set out course details, fee obligations, and conditions of the offer.	AO / authorised MM GAM (approval)	Paradigm; Email
7	Acceptance & Fee Payment The applicant returns the signed SA and makes the required initial fee payment as specified in the SA. A receipt of payment is issued and all documents are uploaded to Paradigm.	AO / MM	Paradigm
8	Confirmation of Enrolment (eCoE) Upon receipt of the signed SA and fees, the AO (or authorised MM) prepares an eCoE in PRISMS, ensuring all mandatory fields are completed accurately, including: • Student ID, date of birth, nationality, passport number • English language proficiency details (test date, score, or exemption class) • Visa grant number (if applicable) • Current residential address, phone number, and email address • Education Agent details • Course duration and fees Copy of the eCoE is sent to the applicant or education agent and uploaded to Paradigm.	AO / authorised MM	PRISMS; Paradigm
9	Document Filing All application documents are uploaded to Paradigm by the AO.	AO	Paradigm

ENTRY REQUIREMENTS

English Evidence

Students must meet the minimum English entry requirements of the Higher Education program for which they are applying. Applicants from recognised English-speaking countries are exempt from this requirement, subject to confirmation. English proficiency test results must be valid (no older than two years at the time of enrolment). The IELTS Online Score Report (OSR) must be obtained within 60 days of the original test date.

Accepted tests and minimum scores are set out in the [Comparison Table](#).

Students who defer their course commencement must provide updated English language proficiency evidence if their original test results are no longer valid.

Alternative English Language Evidence

In lieu of an external test, the following may be accepted as evidence of English language proficiency, subject to assessment by the AO and approval by the GAM:

- Approved English proficiency level results from articulation partners.
- Proof of successful completion the Senior Secondary Certificate of Education completed in Australia within two years prior to application.
- Proof of successful completion of a Diploma (AQF 5) or higher-level qualification from the Australian Qualifications Framework completed in Australia within two years prior to application. These requirements vary for prospective undergraduate and postgraduate students, depending on your chosen course.
- For transfers into undergraduate or postgraduate courses, proof of successful completion of four subjects at the same AQF level within a single calendar year of a higher education in Australia or completed a foundation program at Australian university.
- Internal language assessment. The English Language Proficiency test will assess all four macro skills and include an interview by the Academic English Manager, to assess the student's speaking and listening skills.
- Proof of completing Senior Secondary and Tertiary studies (a minimum 5 years of study in English) from a country where English is the first language.

Note: AAPoly reserves the right to require international students enrolled in Award Courses to sit an on-arrival English placement test, if there are concerns about the validity of submitted results.

Academic Entry Requirements

Undergraduate Programs

- Completion of Year 12 (or equivalent).

Postgraduate Programs

- Completion of a recognised bachelor's degree or higher AQF qualification in any discipline.

RESPONSIBILITIES

Role	Responsibilities
Academic Board	• Approves admission criteria and entry requirements for all HE courses. • Oversees the effectiveness and integrity of admission processes.
Group Admissions Manager (GAM)	• Develops, maintains, and communicates this procedure to relevant staff. • Oversees admissions operations and ensures regulatory compliance.
Marketing Manager (MM)	• Provides accurate course and enrolment information to prospective students and education agents. • Supports applicants through the enquiry and application process. • Notifies applicants of special needs considerations and refers to appropriate staff. • Authorised MMs (trained and approved by the GAM) may issue Student Agreement Letters and eCoEs.
Admissions Officer (AO)	• Collects, verifies, and assesses application documentation against approved admission criteria. • Conducts VEVO checks for all onshore applications. • Verifies English language proficiency evidence. • Assesses Genuine Student Requirement for international applicants. • Conducts interviews with prospective students. • Issues Student Agreements, and Confirmations of Enrolment. • Records all admissions data accurately in the Student Management System (Paradigm). • Liaises with the GAM, MMs, students, and representatives as required.

FEEDBACK

Queries or feedback about this procedure should be directed to the GAM through j.huang@academies.edu.au. The GAM 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 procedure because 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
Internal	Student Selection and Admission Policy (HE)
	Academic Credit and RPL (HE) Policy and Procedure
	Marketing, Advertisement and Promotion Policy and Procedure
	Genuine Student Assessment (GSA) Form
	Transfer of International Students between Registered Providers Policy and Procedure
External	Genuine Student Requirement , Department of Home Affairs Website
	Higher Education Standards Framework (Threshold Standards) 2021
	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
	Education Services for Overseas Students (ESOS) Act 2000
	ESOS Framework (Standard 8: Overseas student visa requirements)

APPENDIX A: Document Verification Services

The following verification services must be used when assessing English language proficiency evidence and academic qualifications (Step 4 of the Procedure):

Evidence Type	Verification Method
IELTS	IELTS Test Report Form Verification Service: https://results-service.ielts.org/home
PTE Academic	PTE Score Report Verification: https://srw.ptacademic.com/
LanguageCert Academic	LanguageCert Verification: https://www.languagecert.org/en/results
Duolingo English Test (DET)	Duolingo Applicant Portal: https://englishtest.duolingo.com/applicants
TOEFL iBT (Australia)	Email verification: TOEFLVerifyAustralia@ets.org
International Academic Qualifications	DFAT Country Education Profiles (CEP): https://internationaleducation.gov.au/Services-And-Resources/services-for-organisations/Pages/Services-for-organisations.aspx
Onshore Visa Status	VEVO: https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online